



## Confidentiality Policy

No Trustee or Volunteer will pass on information to anyone outside of the Charity, without their express permission.

FoHP have a duty under the Data Protection Act 1998 to uphold security and confidentiality of information.

Someone who requests information on behalf of someone else may be given general information, but written authority must be obtained to discuss specific issues.

### **Breach of Confidentiality**

The circumstances in which FoHP may consider a breach of confidentiality are:

- Where there is a danger to any individual
- When not doing so would break the law
- When a conflict of interest arises
- Where there is a legal duty and/or a risk of harm to children or young people.

### **Breach of Confidentiality Consultation Process**

Any breach of confidentiality will be a decision of the Trustees, not an individual decision. Full records must be kept for the reason and nature of the breach. No disclaimer may be made without proper consultation.

The Trustees will review this policy every two years.

Policy updated: August 2017