

Confidentiality and Data Protection Policy

The welfare of a child or young person is of paramount concern. Confidentiality and privacy should be respected wherever possible however if this places a child or young person at risk information sharing is required therefore confidentiality must be breached.

All personal information collected will be processed and files on our secure computer system to manage your application and ongoing role. Your personal information will not ordinarily be disclosed to anyone outside the agency (on a need to know basis) without first seeking your permission, unless there is a statutory reason for doing so.

All documents recorded by head office in respect of child protection concerns and family information including; name, dates of birth and addresses can be made available to relevant safeguarding agencies should this be required for the purpose of undertaking an assessment or should we be required to provide such by law.

Documentation held by SafeCircle can be requested by the subject person through a written request which will be responded to within 40 working days. Requests for access to records made by any other agency will need to comply with the relevant legislation to enable this information to be disclosed ie Child Protection concerns.

Information sharing will be on a strict need to know basis only. The lead for child protection for SafeCircle Sitters is [Keeley Black](#).