



## **BeLong To Youth Services – Confidentiality Policy**

BeLong To recognises that a guarantee of confidentiality is an important factor in determining the level of trust, its stakeholders hold in the organisation.

The term stakeholder refers not only to individuals who use BeLong To's services, but also organisations and groups who engage with BeLong To and share with it confidential information about their agency. The policy applies to all staff, volunteers, and Board members of BeLong To and continues to apply after their service or involvement with BeLong To has ended.

Information once received by BeLong To, may not be used for any purpose other than that for which it was given; nor may it be passed on to any agency outside of BeLong To without the express permission of the giver, save as provided for by law.

Each member of staff is responsible for securing (or limiting access to) documents and folders, which can be accessed via the network. On no account should confidential work be stored in shared folders. Personal folders should not be shared and confidential work should be password protected.

Most breaches of confidence are unintentional. They are often caused by conversations being overheard, by files being left unattended, or by poor computer security, however the consequences could be equally serious. Consequently all person identifiable information should always be held securely and, when used, treated with respect. This applies whether the information is held manually, on computer, on video, audiotape or in someone's head.