

CONFIDENTIALITY POLICY



**An Agreement made between Anglia Care Trust and
..... (print name)**

This agreement shall take effect from the commencement date of Employment/placement/volunteer duties and shall remain in effect should a termination of the employment/placement/volunteer duties take place, or cessation of such by either party.

The above named person agrees to adhere to the attached Confidentiality Policy dated April 2018.

SIGNED.....

NAME (print).....

DATE.....

All reference to personnel includes both paid employees and volunteers.

Confidentiality Policy Statement

Anglia Care Trust has a duty to safeguard all information that they have access to as confidential, unless advised otherwise. We recognise that the protection of the public outweighs the subject's rights to confidentiality.

Anglia Care Trust has confidentiality obligations to its customers, clients and Service Users, whether under the common law duty of confidence, the Data Protection Act 1998, GDPR, the European Convention on Human Rights, or the professional standards/codes of practice. All members of personnel have an obligation to explain these duties to their clients and Service Users when obtaining information.

In addition, Anglia Care Trust has a duty under the Data Protection Act of 1998 and General Data Protection Regulation (GDPR) to ensure that all information, computerised or otherwise recorded, complies with certain key principles as required in this legislation.

Key principles of the Data Protection Act 1998 state that personal data must be

- Obtained and processed fairly and lawfully
- Held for lawful purposes as described in the Data Protection Registration used only for those purposes and only disclosed to appropriate people
- Be adequate, relevant and not excessive in relation to the purposes for which they are held
- Accurate and where necessary kept up-to-date
- Held securely and no longer than necessary
- Accessible to the individual concerned who, where appropriate, has the right to have access to information about themselves corrected, erased and properly safeguarded

Sharing of information

Generally no information will be shared with anyone else without the written permission of the individual concerned. If they are seeing another professional, it may be necessary for Anglia Care Trust to contact that person to gain relevant information from them so that we can co-ordinate our efforts. If it is necessary, permission from the individual concerned must be sought. However there are a number of exceptions to this confidentiality policy:

- Where contract arrangements with partner agencies require the sharing of confidential information in order to enable the delivery of services
- If we feel concerned that a child or vulnerable adult is at risk of harm, we are required by law to report this to the relevant authorities for investigating abuse.

- If a Service User or individual that a member of personnel comes into contact with in the course of their duties threatens to harm either personnel, themselves or someone else, Anglia Care Trust may call the police and warn the potential victim, or take reasonable steps to prevent the harm occurring.
- If information comes to light that a crime has been committed, or a further crime may be committed, the police will be informed.

Date of next review – October 2019