

## **Wishing Well Music for Health Confidentiality Policy** **To be read and used with reference to the Data Protection policy**

### **Guiding Principles:**

1. Confidentiality is important in establishing and maintaining trusting and lasting relationships among partners, young people and staff.
  2. Confidentiality is the cornerstone to ensuring that privileged information is accessible only to those authorised to have access.
  3. Confidentiality acknowledges respect for an individual's right to privacy.
  4. Confidentiality assumes that those who pledge to safeguard confidential information will do so.
  5. Privileged information is only discussed in a private space, only heard by the people who need to hear it.
  6. Confidentiality will only be breached when a child or young person is deemed to be at risk of abuse, or at risk of abusing another person, or is involved in known criminal behaviour. The Designated Child Protection Officer will decide in each case what information will be shared with whom, in line with Information Sharing Guidelines.
- In the event of a Disclosure of abuse, or suspected abuse, the designated manager will be notified immediately.

Confidential information, may include, but is not limited to;

- personal information about any person you meet through your work with Wishing Well
- financial and operational information about the organisation

Every member of the Wishing Well Music for Health (Wishing Well) team, including Directors, staff, volunteers and musicians will:

- take all possible steps to preserve strict confidentiality regarding any information to which I have access through my work.
- never to pass any information obtained as part of my work at Wishing Well to anyone outside the Wishing Well team, unless I have been directed to do so by a more senior member of staff, and the reasons for doing so are clearly understood.
- to keep all names, contact details and personal information secure.
- to report any signs of risk of abuse to a supervisor or senior member of staff

*adopted September 2019  
to be reviewed March 2020*