

St Mary's Church, Barton-upon-Humber

Confidentiality Policy

1. GENERAL PRINCIPLES

St Mary's Church recognises that at some point in their duties, volunteers will gain information about individuals or organisations. In most cases information will not be identified as confidential and people should exercise common sense and discretion in assessing whether information is confidential.

Volunteers are able to share information with the appropriate church representative (eg. Church Warden/Clergy/Safeguarding officer) in order to discuss issues and seek advice. If a volunteer needs to discuss sensitive information with other volunteers in order to gain insight, identifiable information (e.g. names) should not be disclosed. If identification is unavoidable volunteers must ensure that it does not compromise confidentiality.

Volunteers should avoid exchanging personal information or comments (gossip) about individuals with whom they have a pastoral relationship.

Volunteers should avoid confidential discussions while in a public setting.

Volunteers **will not disclose** confidential information to anyone without the knowledge or consent of the individual(s) concerned. However, where there is a legal duty for St Mary's to disclose information, disclosure will take place to the appropriate authorities (eg. Social Services/Police/Diocesan safeguarding officer). ***Under certain circumstances we may not be permitted to inform the individual(s) concerned that a disclosure has been made.***

2. WHY INFORMATION IS HELD

Most information that is held by St Mary's Church, relates to its volunteers. Information is kept to ensure that there is a record of the activities of the organisation, in order to deliver the most appropriate service to its community.

Information about volunteers is given to the Lincoln Diocese for the purpose of its staff returns, along with information regarding ethnicity and disability of users, kept for the purpose of monitoring our equal opportunities policy.

3. ACCESS TO INFORMATION

Personal information is confidential to St Mary's Church and is only accessible to line managers and people with authorisation on a 'need to know' basis.

4. DUTY TO DISCLOSE INFORMATION

There is a legal duty to disclose information which has safeguarding implications.

In addition any volunteer who believes an illegal act has taken place or that someone is at risk of harm has a duty to inform the Incumbent, Church Officer or Safeguarding officer.

5. DISCLOSURES

St Mary's Church PCC fully complies with the DBS Code of Practice, regarding the correct handling, use, storage, retention and disposal of information.

Disclosure information is always kept securely with access limited to those who are authorised to see it. ***It is a criminal offence to disclose this information to any unauthorised person.***

6. DATA PROTECTION

Information about individuals, however stored, falls within the General Data Protection Regulations (GDPR) See *St Mary's GDPR Policy for further information.*

7. BREACH OF CONFIDENTIALITY

Any person accessing or disclosing confidential information without authority may be subject to disciplinary/legal action.

This Policy was adopted by the PCC at a meeting held on 21 May 2018.

Signed on behalf of St Mary's PCC

David Rowett

Father David Rowett, Vicar.

Review date: May 2019