



Y-03 Confidentiality & Information Sharing

Version	Date of change	Changed by	Trustee approval	Notes
1.00	28/12/2018	KBG		Transferred to new template
1.2	10/02/2021	ASB		Updates made via track changes
1.3	31/08/2021	ASB	✓	Yearly update and branding update
1.4	19/08/2022	ASB		Yearly updates
1.5	04/09/2023	AS		Updates to include google drive data storage
1.6	09/08/2024	AS	✓	Updates for Trustee Approval

The Youth Management team, Youth Workers and volunteers should be aware of the legal responsibilities of information sharing and confidentiality, as well as the implications of breaking confidentiality. All Youth Provision Staff should be familiar with the data protection act, as well as relevant resources and youth services in place.

This policy should be used in conjunction with the appropriate risk assessments, procedures, and policy statements.

Recording Information

Young people should be made aware of the confidentiality policy and give knowing consent to youth workers when any information is recorded. Parents may also need to be consulted for information, for any health concerns or clarification. The type of information recorded may include any of the following –

- Registration forms – basic information including name, age, location and contact details.
- Photographic consent – (must be signed by a parent if the young person is under 18) with clear indication as to where photographs, video or voice recordings will be used or displayed. Parents and young people have the right to refuse photographic consent or ask the provision to inform them of any images or recorded information that may be used publicly.
- Access to sexual health services (condom distribution) and substance awareness services
- Disclosure of any personal issues, problems or health concerns
- Case studies and reporting – May be shared in external parties such as council members, or for publicity.
- Written warnings and incident documentation – Any inappropriate behaviour might be recorded for future reference and as a record of incidents.

Each young person has the right to ask for access to any documentation recorded that references them. This includes hard copies kept in filing cabinets and electronic copies on the office computers (Data Protection Act). In this instance, care should be taken to ensure that the young person is not able to access the information of any other young person accessing the provision, without the individual's permission.

Not all information recorded by the provision is classified as sensitive, however all forms and information kept about young people accessing the centre is stored in a locked cabinet in a secure location. This is not only for confidentiality, but for good practice and organisation of important information.

The Data Protection Act 2018 defines sensitive personal data as that which contains information about:

- Race
- ethnic background
- Political opinions
- religious beliefs
- Trade union membership
- genetics
- biometrics (where used for identification)
- health
- sex life or orientation

Only HWYCA staff with the appropriate DBS check should have access to the information in the locked youth cabinet. It is important that information is updated regularly to ensure that the information recorded is correct. If a young person leaves the provision, any relevant information recorded about the individual should be filed into the archive for a short period of time and destroyed via GDPR guidelines.

If a member of staff digitises information about a young person, the information should only be recorded in the HWYCA Google drive where only DBS Youth Staff should have access to the files.

When digitising information, staff members should take great care that the information is not readable to other young people or members of the public in the Community Centre. Typing information with references to young people should be done in a private space, ideally when young people or members of the public are not occupying the space. (Data Protection Act)

Parental / Carer Consent and Involvement

Parents or carers must be informed that a young person is attending group, unless it is a Youth Outreach service, but all young people must provide emergency contact details. These details should be checked regularly to make sure they are up to date.

Parents do not need to be involved in the sexual health or substance awareness services or information offered as part of our provision unless the young person is deemed at risk in which case the appropriate policy should be followed. Youth Worker will actively encourage young people to

discuss the provision with their parent(s) or guardians, and if appropriate for the young person, parents and carers are occasionally invited to visit the centre and build a relationship with Youth Provision staff. Young people have the same rights as adults and are not obliged to inform their parents that they are attending any of the services (sexual health and substance awareness) offered by Youth Workers. For example, Youth Workers are not required to inform parents and carers that sexual health or substance awareness programmes are being explored as part of the ongoing youth work; however, it is recommended that they do so. More information can be found in the Sexual Health and Substance Awareness policies.

Confidentiality and Disclosing Information

For information regarding confidentiality and sexual health or substance misuse, refer to the appropriate policy statements.

Our Youth Provision is a safe environment for young people, and staff members are expected to honour each young person's right to confidentiality. On occasion, Youth Workers may be required to break confidentiality, under circumstances that put the young person or another young person in danger or at risk. Youth Provision staff should break confidentiality under any of the following conditions and the Safeguarding Policy should be followed:

- Where there is a statutory duty to share
- Where a child is believed to be at risk (to themselves or others)
- When there is evidence of serious risk to an individual
- For the prevention, detection or prosecution of serious crime
- When instructed by a court (Data Protection Act)

Sharing information with other organisations or Youth Services

On occasion, Youth Provision staff may need to share information with other organisations. This information may be due to a disclosure made by a young person, or a Youth Worker may suspect that the young person is in danger.

If a Youth Worker intends to break confidentiality, the information should be shared in line with the Safeguarding procedures including informing the Safeguarding First Point of Contact in the first instance of concern. Depending on the situation, this information may be shared with outside Youth Services. For further information regarding sharing information with outside organisations for the welfare of a young person, refer to the Safeguarding Policy. The Youth Workers must let the young person know they will be sharing the disclosed information.