



Confidentiality Policy for Art Camp

Introduction

At Art Camp, we are committed to ensuring that all personal, sensitive, and confidential information relating to children, parents, staff, and volunteers is handled with the utmost care and discretion. This Confidentiality Policy sets out our approach to protecting privacy and ensuring compliance with relevant legislation.

Policy Objectives

1. To maintain confidentiality and protect sensitive information about children, parents, staff, and volunteers.
2. To comply with relevant data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
3. To ensure that all staff, volunteers, and external partners understand their responsibilities regarding confidentiality.

Scope

This policy applies to all individuals involved with Art Camp, including staff, volunteers, parents, children, and external agencies where applicable.

Key Principles

- 1. Confidentiality and Data Protection:**
 - Personal and sensitive information about children, parents, and staff will only be collected, stored, and shared in line with legal requirements.
 - Any information shared will be on a need-to-know basis and only for legitimate purposes related to the operation of Art Camp.
- 2. Information Sharing:**
 - Confidential information will only be disclosed when necessary, such as safeguarding concerns or legal obligations.
 - Information will only be shared with third parties when explicit consent has been obtained, unless there is a safeguarding concern that requires disclosure.
- 3. Safeguarding and Child Protection:**

- Any concerns regarding the safety and well-being of a child will be reported to the designated safeguarding lead in line with the Safeguarding Policy.
 - Confidentiality will not prevent the sharing of information when a child is at risk of harm.
4. **Storage and Security of Information:**
- Personal data will be stored securely, either in locked cabinets (for physical records) or in password-protected digital systems.
 - Access to confidential information will be limited to authorised personnel only.
 - Personal information will only be retained for as long as necessary and in accordance with data protection guidelines.
5. **Communication and Professionalism:**
- Staff and volunteers must not discuss sensitive information in inappropriate settings, such as public areas or social media.
 - Any breaches of confidentiality will be taken seriously and may result in disciplinary action.

Confidentiality Agreements

- All staff and volunteers will be required to sign a confidentiality agreement upon joining Art Camp.
- Any breaches of confidentiality must be reported to the management team immediately.

Breaches of Confidentiality

- Any unauthorised disclosure of confidential information will be investigated.
- If a breach of confidentiality is found to have occurred, appropriate actions, including disciplinary procedures, will be taken.

Policy Review

This policy will be reviewed annually or as required to ensure compliance with legal requirements and best practices.

Signed: **J Wiltshire**

Date: **13.02.2015**

Position: **Camp Director**