



## New Roots Confidentiality and Data Protection Policy

New Roots is committed to providing a safe environment for young people and volunteers. We recognise that trust is essential for good youth work and is the foundation for all relationships within New Roots. Maintaining confidences is an integral part of building trust between young people, volunteers and the organisation and will be respected at all times, apart from where it conflicts with reporting child protection concerns.

In addition, the Data Protection Act places an obligation on all organisations to implement the guiding principles when obtaining, handling and storing personal information.

### **New Roots therefore states:**

#### **Young People**

- New Roots is committed to ensuring that young people are able to share information with youth workers in a confidential manner.
- Young people can expect that any information they give to a worker is treated as sensitive and confidential and will not be shared UNLESS:
  - The worker believes that the young person, or another young person, is in danger or is being harmed. In this case the young person will be told that the information has to be shared with the appropriate agencies and encouraged to agree with this.
  - The young person discloses that they are involved, or plan to become involved in acts of terrorism.

#### **Workers**

All workers and volunteers at New Roots are expected to uphold the organisations commitment to confidentiality. This means that youth workers and volunteers are expected to:

- Keep records, files and documents stored in a safe and secure manner
- Not discuss any information given by a young person in confidence, unless they have a child protection concern or the young person gives their permission

- Tell a young person when information cannot be kept confidential (i.e. a child protection concern)
- Encourage a young person to talk to other people (e.g. parents or guardians) or professionals where they feel it would be in the young person's interest

Workers can expect that the organisation will:

- Provide them with a suitable means for storing confidential documents

### **Review of Confidentiality and Data Protection policy and procedures**

This policy and procedures document will be reviewed annually by Nazia Hanif. All staff and volunteers will be notified of any changes.

This policy has been approved by: Nazia Hanif

Date: 29.09.2021