

## Confidentiality of Personal and Organisational Information

### Introduction

#### *Churches in Croxley Green CIO*

Sharing of personal information within the church comes under the Data protection act and the church should be registered with the Data protection agency.

Sharing of information relating to the Parish nursing service is governed by the Nursing and Midwifery Code of Practice

### Policy aims

To encourage Church members, participants, staff, volunteers and clients to keep within the law and, in relation to Parish nursing, to follow NMC guidelines when there is a need to share personal information.

To ensure that all information held about Church members, participants, staff, volunteers and clients, and sensitive organisational information is only divulged at appropriate times, to those for whom access to that information will enable them to provide services and support to the individual, or where required by law.

### Scope

This policy applies to the churches and any projects and services they provide. It is incumbent upon church Leaders, staff, members, participants and volunteers.

1. Information will be disclosed only on a 'need to know' basis within the Church and its projects and will not be disclosed to anyone without the permission of the individual whom it concerns.
2. If it is deemed appropriate for personal information to be shared, wherever possible the person whose information it is will be encouraged to share it with relevant people.
3. Where there is a grievance between individuals this should be resolved, wherever possible, between those individuals.
4. If you are unsure about whether information is confidential you must treat it as confidential.

5. All confidential information about the organisation, Church leaders, members, participants, volunteers and clients will be kept secure when not in use and care must be taken when records are in use that they are not accessible to unauthorised persons.
6. Administrative and secretarial staff may have access to sensitive personal information for purposes in order to undertake their role. Access will be limited to documentation required to undertake the work in question and will only be done in agreement with the individual concerned.
7. If telephone requests for information about individuals or church business are received, that information will not be supplied.
8. When confidential material is to be destroyed it must be shredded before disposal.
9. The provisions of this policy apply to all Church members, participants, staff and volunteers of Churches in Croxley Green CIO **during and after** their membership or work with Churches in Croxley Green CIO.
10. Where information is inappropriately shared, redress will be effected through the complaints and disciplinary and grievance procedures.
11. Churches in Croxley Green CIO is registered under the data protection act 1984 and will comply with all the requirements of this act with regard to the data it holds and how that data is used or disclosed.

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**Methods of distribution.**

Copies should be made available to all those working in any capacity on behalf of the charity

**Review dates: February 2022**