

## **ST. MATHEW'S CHILDREN'S ACTION GROUP**

### **CONFIDENTIALITY POLICY**

Details of any committee members, staff or users kept on file at the playground are confidential documents. Anything contained in these documents is not for disclosure or discussion. All involved are expected to observe this rule.

1. Staff and committee members should not discuss personal details of any users with other than those involved.
2. Staff / committee members should not discuss users or other staff / committee members in public places.
3. Any notes pertaining to individual users or members of staff made in writing should be kept locked in files and destroyed after use.
4. Records should always be kept in locked cabinets. We will comply with Data Protection and destroy any records kept once contact with that person ceases.
5. Staff / committee members should not make any comments or statements regarding discipline procedures or measures taken, to the press, but, refer to the chair of the management committee.
6. Under no circumstances should any written information relating to individual members be taken off site, unless as part of defined duties where efficient working practices are involved. In such circumstances due care and attention should be given to maintaining confidentiality.
7. Personal items / belongings of children given to staff for safe keeping should not be taken off site, but returned to the child at the end of the session.
8. Photographs of children involved in activities relating to the playground are deemed the property of SMCAG. and should not be taken off site.

Signed: Supna Thadha  
Position: Chair

Date: 19<sup>th</sup> April 2024  
Review Date: 19<sup>th</sup> April 2025