

ASHURST WOOD YOUTH CLUB

Confidentiality Policy

The Management Committee of Ashurst Wood Youth Club believes that the welfare of a young person is paramount and that both leaders and young people have a right to expect personal information to be treated as confidential and kept secure.

However, in certain circumstances, information received in confidence may need to be shared with the appropriate authority to ensure best care for the individual.

Information may be shared on a “need to know” basis in the following circumstances:

- If the young person is under 18 and physical, sexual or emotional abuse is suspected.
- If a young person under 18 reports or alleges abuse
- If the life of the young person or another is at risk
- If information is revealed about criminal activity

Personal data relating to leaders and young people should be kept secure.

If an adult or young person leaves the club all records relating to him will be kept for a period of time (check exact period of time on the Data Protection Act 1988 website) and then destroyed.