**<INSERT ORGANISATION NAME> CONFIDENTIALITY POLICY**

**Title:** Confidentiality Policy

**Purpose**: To provide information and guidance to staff on all areas of maintaining confidentiality.

**Scope**: This policy applies to all communication and information, whether verbal or written which is not in the public domain. It contains information and guidance from legislation and from relevant bodies that all staff are expected to adhere to including:

* Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.
* Data Protection Act (1998).
* Human Rights Act (1998).
* General Data Protection Regulations 2018.
* Oher relevant guidance.

Managers should check guidance from relevant bodies on a regular basis to ensure they are up to date with the latest information about confidentiality and will amend this policy accordingly.

Staff are expected to adhere to this legislation through implementation of the policy.

**Policy**

* [*Name of organisation*] respects the privacy of all service users and recognises that individuals are different in the way they live their lives. Staff are bound by [*Name of organisation*]’s confidentiality policy. Any staff member who has access to privileged information enters into an obligation to keep such information confidential during and after employment with [*Name of organisation*]. This also means not using confidential information for illegitimate purposes.
* Staff will not divulge to third parties matters confidential to [*Name of organisation*] or service users (whether or not covered by this policy) without written explicit authorisation from both [*Name of organisation*] and the service user, and with clear explanations of why the information needs to be shared.
* Where it is agreed to share information, this will only be shared with others on a need to know basis.
* Where [*Name of organisation*] discovers an actual or potential breach of this policy, it will act quickly with service users to seek appropriate redress to prevent further damage to the service user or [*Name of organisation*]’s reputation.
* Staff who divulge confidential information to third parties about service users will be in breach of this policy and subject to disciplinary action. They will also be held personally liable for any legal action taken against them by the service user.
* Except where otherwise agreed, all material, data, information etc. collected during the course of the staff member’s employment will remain in the possession of [*Name of organisation*] or the service user.