

Confidentiality Policy

We have tried to make our policies as understandable as possible whilst ensuring that we include the statutory information we need to. However, if you need any help or clarification we are more than happy to talk through our policies around data protection and confidentiality. Please just [email](#) or speak to Claire Bird.

One Church Brighton staff and volunteers may, in the course of their duties, have access to a considerable amount of personal information relating to children, families and other individuals. In order to comply with the General Data Protection Regulation (GDPR) and to protect the individual's right to privacy of information disclosed to any paid worker or volunteer at One Church Brighton, all staff and volunteers are required to comply with the following:

1. Staff and volunteers must keep all personal information confidential and abide by One Church Brighton's Data Protection Policy and GDPR. All staff and volunteers must complete a signed agreement to maintain confidentiality according to One Church Brighton's Confidentiality Policy. For staff this is the One Church Brighton Policies Agreement form and for volunteers this is part of the Volunteer Application form. These agreements will be kept on file for each volunteer or paid worker.
2. Confidentiality will only be breached where there is a risk of serious harm as determined by the Team Leader / Minister or because of statutory obligation.
3. If requests are made to staff or volunteers for information about an individual involved in One Church Brighton projects they must not pass on information. The name, number and agency of the caller should be recorded and passed on to the relevant One Church Brighton Project Manager who will deal with the request. The Project manager will seek the advice of the Minister and or trustees. Details will only be given with the consent of the individual concerned unless covered by point 2 above.
4. Electronic data (statistical information, e-mails, contacts and databases) may be stored in secure online storage databases provided by a third party and kept on authorised password protected devices according to our Data Protection policy.
5. All special category personal data will be stored in secure online storage databases provided by a third party. Where paper copies, in addition to electronic copies, are required these will be stored in a locked filing cabinet with restricted access to designated staff and trustees.
6. Any information gathered on paper will be kept secure, and it will be destroyed by shredding when no longer needed.
7. Signed agreements to the Data Protection Policy will be obtained for all staff, and volunteers in One Church Brighton projects. For staff this is the One Church Brighton Policies Agreement form and for volunteers this is on the Volunteer application form. These agreements will be kept on file for each volunteer or paid worker.
8. Confidential information must not be disclosed by staff or volunteers to any un-authorised person during or after their role at One Church Brighton.
9. Personal data will only be retained for as long as necessary and in accordance with One Church Brighton's Data Retention Policy.
10. All staff and volunteers will abide by One Church Brighton's Bring your own Device Policy when using their own electronic devices to process personal data.
11. All breaches of confidentiality will be reported to the Data Protection Lead as soon as possible and

within 24 hours.

12. All breaches of confidentiality, resulting in a complaint or other challenge, whether internal or external, will be thoroughly investigated by an appropriate authority, internally (trustees) and externally where appropriate and may result in disciplinary action according to One Church Brighton's Disciplinary Policy.