

COTHERSTONE OLD CHAPEL

Policy Document

Number 02

Confidentiality and Data Protection

(including safe handling and storage of
Disclosure and Barring Service (DBS) documents)

Policy Statement

Cotherstone Old Chapel (hereafter referred to as 'the organisation') are committed to protecting everyone's right to confidentiality and will always seek to follow good practice and legislation to ensure the safe handling and storage of the personal information we use and hold about people who work for, or volunteer with us, and people who use our services.

Policy

All information, written or verbal, held or known about any person associated with the organisation as a staff member or volunteer, will be treated in the strictest confidence, unless there is explicit consent given to use that information, or where there are clear safeguarding or legal reasons for that information to be shared without prior consent.

We will handle and store all confidential and personal data information in a locked or password protected place, cabinet or electronic folder and/or document.

The organisation will ask all staff and volunteers to indicate acceptance and understanding of our legitimate interest to hold their personal details (data) on our electronic and physical records by giving signed consent.

The organisation will comply with any legal requirements and the principles of the General Data Protection Regulation (GDPR) of the Data Protection Act.

All electronically held personal data is stored on a reputable secure cloud-based system.

Principles and procedure

General data handling and storage

- All personal information (data) will be treated as confidential.
- All personal information will be stored in locked storage rooms, cabinets or

on password protected machines, and in the case of 1

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sensitive or any highly personal data, such as DBS documents and personnel records, within a password protected document or restricted access folder.

- All electronic data kept by the organisation is stored using a secure system.
- No personal data should be kept on the hard drive of a machine unless. Restricted access or password protected.
- No personal data should be kept on a personal device and where messages need to be conveyed initials or first names only should be used to avoid easy identification of any individual.
- Any additional virus, malware and firewall protection will be used when appropriate.
- Access to personal information about anyone will be shared on a 'need to know' basis only and tasks associated with managing or handling data will be allocated under the direction of the Café & Shop Cafe & Shop Manager to always ensure confidentiality and safe handling.

General policy principles

- No personal data held by the organisation will ever be passed or sold to a third party or used for any purposes other than those essential for the provision of a safe and effective service.
- Any staff member found to infringe this policy will face disciplinary action.
- Any volunteer or other contracted person found to infringe this policy will be excluded from relevant activity and involvement and may be asked to leave.
- Everyone involved with the organisation has a personal responsibility to ensure confidentiality is a key priority in all their communications and actions.
- Responsibility rests with the Committee and staff to ensure that the policy is understood by everyone and always upheld.
- Where there is a safeguarding issue, or suspected safeguarding issue, concerning any beneficiary or participant, any volunteer or member of

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staff, confidentiality is of supreme importance and the safeguarding policy and procedure must be followed.

Reviewed and approved by the Board and signed on their behalf by the Chair:

A handwritten signature in blue ink, appearing to read 'Peggy R', is written over a faint, light blue rectangular stamp.

Date approved: 01/04/25

Review date due:

