SEND Parent Ambassadors Confidentiality Policy

This Confidentiality Policy has been written to ensure that any person volunteering as an Ambassador is protected from having information about them passed to others without their knowledge or consent or of doing so themselves.

We will ensure:

- Records containing confidential information regarding any Ambassador will be kept in a safe and secure place, either on computers (password protected) or paper files (stored in filing cabinets). All personal information (computerised or otherwise recorded) collected and held by the project is covered by GDPR.
- No information will be shared with a third party without the consent of the person concerned; this includes telephone numbers and addresses.
- Only records that are necessary for the working of the programme will be kept and only for as long as is absolutely necessary.
- Information will be shredded or disposed of in an appropriate way, as soon as the named organisation no longer requires it.

 We will not:

Convey to any person outside the organisation, any document relating to the Ambassadors details.

- Disclose any information on issues shared by an Ambassador unless there is a risk to that person or others; illegal activity has been undertaken; if there are concerns of any kind of abuse or if the Ambassador needs help that the organisation cannot provide.
- Disclose information on the DBS Clearance of an Ambassador without their written consent.
- Disclose any publicity materials containing photographs of an individual without his/ her permission.

Confidentiality

Ambassadors are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as an Ambassador, whether this information involves staff, parents, or others or involves overall organisational business.

Failure to maintain confidentiality may result in termination of the Ambassador's relationship with the programme

AMBASSADOR

Name …………………………………………………….

Signed……………………………………………………

Date…………………………………………………………

PROJECT LEAD

Name …………………………………………………….

Signed……………………………………………………

Date…………………………………………………………