

PAIGNTON SEC



Confidentiality Policy

The process of training and assessment offers candidates the opportunity to discuss many confidential issues with their assessors and mentors. Any information that a student discloses to a member of staff remains confidential to that team. Issues may be discussed with other members of that team if necessary, but with no-one else without the explicit consent of the student concerned.

Exceptions to this may include:

- If a student is considered to be at risk of harming themselves or others.
- If a student discloses details pertaining to their involvement in child abuse, terrorism or treason.
- If a student discloses their involvement in an activity which constitutes a criminal offence (or discloses plans to be involved in such an activity)
- If a student requests that we pass on information to a third party and signs that he/she agrees to the release of information (e.g. information from a student's assessment of needs report sent to personal tutors.) This is at the discretion of each individual team.

It should be noted that, by law, consent is still required from under 18s in the same way as for adults with regard to matters of data protection and confidentiality. However in accordance with statutory requirements, where child protection issues are involved, it is not possible to offer confidentiality to a person under 18 as any disclosures must be reported.

If the need ever arises for confidentiality to be breached every attempt will be made to discuss this with the student beforehand, unless to do so would worsen the situation.

If a tutor, parent, friend or partner contacts us to ask for information about any student who may have visited Paignton Sec we will not disclose this information. The enquirer will be advised to ask the student. In exceptional circumstances we may disclose information with regard to a student if, in our professional judgment, the student is at risk of harm or may be harmful to others.

Confidentiality and Record Keeping

The Paignton Sec provides a range of services for students and staff in their work with students. Each member of staff, who has contact with students, will keep records of appointments or conversations with students in accordance with their professional judgment. Both paper and computer records are the property of Paignton Sec, which in practice devolves responsibility for them to the managers. Paignton Sec's obligation to maintain confidentiality and the student's right to decide who should have access to confidential information must be explained to the student and made clear to students on appropriate application and assessment forms.

It is the responsibility of all staff to ensure that all student records and information are kept in a manner that will prevent access to them by anyone outside of the organisation and that all reasonable care must be taken to protect all information at all times.

Database record

Students registered with Paignton Sec may have their contact details and records of attendance kept on a database and are registered both with Paignton Sec and under the Data Protection Act. The data currently kept on computer records includes name, date of birth, address, telephone number and other relevant information and is kept confidential to the business. All information from the databases is anonymised when used for statistical purposes. Individual identity is always protected, **except** in the case of statutory financial returns. Access to databases is strictly limited to the staff of Paignton Sec. All students should have access to such data relating to themselves and be provided with a printout on request. This is a legal right.

Paper records

Paper records held by Paignton Sec include forms completed by students, the notes made by assessors and advisors either during or after an appointment or relevant information that needs to be added to the student record. Any individual differences with record keeping systems between staff can be discussed with other members of staff as required. All students can have access to such data relating to themselves and should be provided with photocopies on request within the terms of Paignton Sec's Data Protection policy.

Signed Date
P J Garrigan, Principal

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J P Flood, Vice Principal

Last review February 2010