SOOSCC Version 3 October 2023

(SCIO)

CONFIDENTIALITY POLICY & INFORMATION SHARING.

Group Name: Springfield Out of School Care Club (SCIO)

Address of Premises: 141, Springfield Road

 Linlithgow

 EH49 7SN

Policy Reviewed October 23

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_Kevin Dorrian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson

**General statement**

With reference to the Human Rights Act 1998, the Data Protection Act 2018 (GDPR), the Freedom of Information Act 2000, the Children Scotland Act 2014,

at SOOSCC we aim to:

Providing guidelines for staff on required records/reports keeping.

Provide clear guidance to all staff members around confidentiality.

Providing guidelines for staff in the handling of confidential or sensitive information.

Providing secure storage for files and information.

Adhering to all relevant legislation in the keeping of records and reports.

Providing parental/carer access to their child’s own records at any time as requested.

Undertaking not to disclose confidential information unless required to do so in matters of child protection or life and death situations.

Encourage children to talk to a trusted adult if they have any worries/concerns.

Remind children that some information that they share may be discussed with other adults for their own protection.

**Procedures**

Actions to support confidentiality.

Implement SOOSCC safeguarding policy and procedures.

Keep anything seen or heard within the club confidential to the club, where necessary sharing with appropriate agencies/school.

Adhere to the SOOSCC procedures for the taking of and use of photographs and video recording in the club.

 Avoid giving a child’s personal details over the telephone until the validity of the request has been ascertained.

Avoid discussing an individual child’s behaviour in the presence of another child.

Avoid entering into a detailed discussion about a child’s behaviour or academic progress with other children or parents.

Ensure complete confidentiality within SOOSCC Committee when dealing with matters concerning individual staff, children or parents/carers.

**Data protection**

SOOSCC processes personal data about children and is a ‘data controller’ in respect of this for the purposes of the Data Protection Act 2018 (GDPR). This data includes contact and collection details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

 This data may only be used or passed on for specific purposes allowed by law. From time to time SOOSCC may be required to pass on some of this data to eg, the Headteacher, Care Inspectorate. These data controllers are subject to the same legal constraints in how they deal with data.

Pupils, as data subjects, have a general right under the Data Protection Act 2018 (GDPR) to be given access to data held about them by any data controller. A parent/carer would normally be expected to make a request on the child’s behalf if the child is younger than 12 year old.

Helen Anderson