

















Sample: Confidentiality Statement

[Insert: Youth Theatre Name] is committed to the principles of data protection with a view to ensuring the individual's rights to confidentiality. Information contained in member, employee and volunteer records will be maintained in a confidential manner at all times.

Therefore we will:

-  Obtain and process information fairly;
-  Keep information only for one or more specified, explicit and lawful purposes;
-  Use and disclose information only in ways compatible with these purposes;
-  Keep information safe and secure;
-  Keep information accurate, complete and up-to-date;
-  Ensure that information is adequate, relevant and not excessive;
-  Retain information for no longer than is necessary for the purpose or purposes stated;
-  Give a copy of his/her personal data to an individual, on request.

However, in relation to child protection and welfare we undertake that:

-  Information will only be forwarded on 'a need to know' basis in order to safeguard the child/young person;
-  Giving such information to others for the protection of the child/young person is not a breach of confidentiality;
-  We cannot guarantee total confidentiality where the best interests of the child/young person are at risk;
-  Primary carers, children and young people have a right to know if a report is being made to the Health Service Executive/Gardaí, unless informing them could put the child/young person at further risk. If a decision is taken not to inform primary carers of such a report, reasons for that decision will be recorded;
-  Images of a child will not be used for any reason without the consent of the primary carer. Images of members over 18 will not be used without their consent. We cannot, however, guarantee that cameras/videos will not be used at public events;
-  Procedures are in place for recording and storing information in line with our confidentiality statement.