



# About: Confidentiality Statements

A Confidentiality Statement states how the youth theatre manages confidential information.

## Why have....A Confidentiality Statement?

### A confidentiality statement:

- Ensures that those involved in the youth theatre understand the youth theatre's responsibility to protect the privacy of the individual;
- Clarifies the information needed by the youth theatre from its various stakeholders;
- States who has access to information that may be confidential;
- Indicates the procedures in place regarding the storage and usage of personal information;
- Clarifies exclusions to confidentiality.







## What is ...Confidential Information?

- Date of Birth.
- PPS No.
- Performance evaluations/appraisals.
- Details of corrective, disciplinary or welfare matters.
- Any information that can be deemed sensitive to the individual e.g. medical or special needs.

## Gathering, using and storing confidential information

- You should only collect and store information that helps you achieve your purpose.
- Personal information should not be gathered "just in case" a use can be found for it in the future.
- Individuals should be able to contact the youth theatre to access their personal information.
- Young people have a right to privacy and confidentiality. Information collected should only be used for the purposes of their involvement in the youth theatre's programme. Disclosure should only occur if consent is given or required by legislation or law.
- Only relevant information should be collected and it should be accurate, up to date and complete.
- An individual has the right to question why certain information is needed.
- There are certain exceptions to confidentiality e.g. if you have a Child Protection concern.
- Information should only be shared on a 'need to know' basis.
- Personal information should only be retained for as long as it is required.
- Inaccurate or misleading data should be corrected as soon as possible.
- Procedures should be in place for dealing promptly with any disputes.

## Examples of breaches of confidentiality

-  Accessing information that is not within the scope of the youth theatre.
-  Sharing or reproducing information without the person's permission.
-  Making unauthorised changes to a personnel file.
-  Discussing confidential information in a public area.
-  Leaving confidential information in areas where others may see it.
-  Disposing of confidential information inappropriately e.g. unshredded in a bin.