



## **Confidentiality Policy**

It is the policy of Anam Cara to keep confidential all personal information about parents, siblings and families in our service.

Personal information is defined as any information that may be used to identify an individual, including but not limited to: a person's name, home or other physical address, contact information, age, sex, sexual orientation, religious/political beliefs, marital status, family status, health care history, educational/financial/employment history, and personal views.

Employees, board members, volunteers, and students should not disclose confidential information belonging to, or obtained through their affiliation with Anam Cara to any person including their relatives, friends or professional associates unless Anam Cara has authorised disclosure.

The only exception to this is if and when a child protection concern arises. In this situation information will be shared in line with Anam Cara's Child Protection Policy, on a need to know basis and in the best interest of the child.

All personal information will be stored in a locked press or on a password protected computer. Employees, board members, volunteers and contractors should demonstrate professionalism, good judgement and care to avoid unauthorised or inadvertent disclosures of confidential information and should for example, refrain from leaving confidential information contained in documents or on computer screens in plain view.

Employees, board members, volunteers and contractors in Anam Cara will be advised of our confidentiality policy and will be required to sign up to it. Appropriate disciplinary procedures will follow any breach of Anam Cara's Confidentiality Policy.

## **Confidentiality Agreement**

I \_\_\_\_\_ have read and agree to the terms of Anam Cara's Confidentiality Policy.

Signed \_\_\_\_\_

Date \_\_\_\_\_