

Confidentiality

Confidentiality is the protection of personal information. Confidentiality means keeping an isolator or a volunteers information between you and that person, and not telling others including co-workers, friends, family, etc. Only share on a need to know with Caroline, Trevor , Janet or Helen where appropriate if related to the food runs etc..

Examples of maintaining confidentiality include:

- Information about others is not told to people who do not need to know
- Isolators or volunteers medical details are not discussed without their consent
- Adults have the right to keep any information about themselves confidential, which includes that information being kept from family and friends.

The types of information that is considered confidential can include:

- name, date of birth, age, sex and address
- current contact details of family, guardian etc
- bank details
- medical history or records
- personal care issues
- individual personal plans
- assessments or reports
- guardianship orders
- incoming or outgoing personal correspondence.

Other information relating to ethnic or racial origin, political opinions, religious or philosophical beliefs, health or sexual lifestyle should also be considered confidential.

Adults have the right to determine what information they consider personal and confidential.

In a nutshell, think before you speak and only share on a need to know basis.

When reporting back in an open forum please use male or female, rather than initials or names.

Caroline

May 15th 2020