

Confidentiality Policy

This policy applies across all the activities of Maybridge Community Church and any projects and services it provides. It applies to all church leaders, staff, volunteers, Partners, attendees, participants and anyone working with or under the arrangements of the church. It applies during and after engagement with Maybridge Community Church. It should be read in conjunction with our policies on data protection, safeguarding and our arrangements for record-keeping.

Disciplinary action, or even legal action, may be taken if confidentiality is breached.

- It is our legal duty to protect the right to privacy of confidential information for anyone who is part of, works or serves in or with Maybridge Community Church.
- Observing confidentiality means not disclosing confidential, private or sensitive information to someone else who has no right to it.
- The information concerned may relate to individuals or to the church as a charity (such as financial or organisational information).
- The issue of confidentiality will be discussed with all new members of staff and volunteers.
- If it is deemed appropriate for personal information to be shared, wherever possible the person whose information it is will be encouraged to share it themselves with the relevant people.
- Information will be disclosed only on a 'need to know' basis within the work of the church and will not be disclosed to anyone outside of the organisation without the permission of the individual whom it concerns and/or a senior leader. If you are in doubt about whether or not something is confidential, and whether or not it can be disclosed, please ask your line manager or team leader before doing so.
- In situations concerning the safeguarding of children and vulnerable adults, or where there may be other legal overrides (e.g. in connection with terrorism or other criminal activities), the knowledge and consent of the individuals may be precluded to ensure the safety of a child or vulnerable adult or the integrity of an investigation.
- All confidential information about people or the church will be kept secure when not in use and care must be taken when records are in use that they are not accessible to unauthorised persons.
- Staff and leaders may have access to sensitive personal information for purposes in order to undertake their role. Access will be limited to documentation required to undertake the work in question.
- When confidential material is to be destroyed it must be shredded before disposal, or suitably deleted if electronic. See the arrangements on record-keeping for length of time records must be kept prior to disposal.