



## **Birmingham Marlins Swimming Club** **CONFIDENTIALITY POLICY**

Birmingham Marlins Swimming Club is committed to providing a confidential service to its users. No information given to the Birmingham Marlins Swimming Club will be shared with any other organisation or individual without the user's expressed permission.

For the purpose of this policy, confidentiality relates to the transmission of personal, sensitive or identifiable information about individuals or organisations (confidential information), which comes into the possession of the Birmingham Marlins Swimming Club through its work.

Birmingham Marlins Swimming Club holds personal data about its staff, volunteers, users, members etc. which will only be used for the purposes for which it was gathered and will not be disclosed to anyone outside of the organisation without prior permission.

All personal data will be dealt with sensitively and in the strictest confidence internally and externally.

### **Purpose**

The purpose of the Confidentiality Policy is to ensure that all staff, volunteers, members, volunteers and users understand the Birmingham Marlins Swimming Club's requirements in relation to the disclosure of personal data and confidential information.

### **Principles**

- All personal paper-based and electronic data will be stored in accordance with the General Data Protection Regulation (GDPR) and will be secured against unauthorised access, accidental disclosure, loss or destruction.
- All personal paper-based and electronic data will only be accessible to those individuals authorised to have access.

### **Statistical Recording**

The Club is committed to effective statistical recording of the use of services and performance in order to monitor performance and swimmer development.



All statistical records given to third parties, such as to support funding applications or monitoring reports for Swim England shall be produced in anonymous form, so individuals cannot be recognised.

## **Records**

All paper records are kept in locked filing cabinets. All information relating to service users will be kept in locked filing cabinets. This includes notebooks, copies of correspondence and any other sources of information. All electronic information will be pass word protected and individuals will have their own log in and password which must not be shared with another person.

Emails must be marked as confidential if sending information that could fall under this category and a phone call made to the person receiving the email to ensure it has been received there and then and being dealt with accordingly.

If receiving an email marked as confidential, it is the person receiving the email responsibility to ensure that the policy is followed.

Records or information on a computer screen that need to be accessed, must be read in a confidential manner and not where other people can read or see the information. Do not leave information open on a laptop screen unattended.

## **Breaches of Confidentiality**

The Club recognises that occasions may arise where individual workers feel they need to breach confidentiality. Confidential or sensitive information relating to an individual may be divulged where there is risk of danger to the individual, a volunteer or employee, or the public at large, or where it is against the law to withhold it. In these circumstances, information may be divulged to external agencies e.g. police or social services on a need to know basis. Please refer to our safeguarding and protection policy, radicalisation and prevent policy, health and safety policy, equality, diversity and inclusion policy.

Where a Member feels confidentiality should be breached the following steps will be taken:

1. The Member should raise the matter immediately with the manager or safeguarding officer
2. The Member must discuss with the Chair or safeguarding officer the issues involved in the case and explain why they feel confidentiality should be breached and what would be achieved by breaching confidentiality. The Chair or safeguarding officer should take a written note of this discussion.
3. The Chair or safeguarding offers is responsible for discussing with the member what options are available in each set of circumstances.



4. The Chair or safeguarding officer is responsible for making a decision on whether confidentiality should be breached. If the manager or safeguarding officer decides to breach confidentiality, a full written report on the case should be made and any action agreed undertaken.
5. An Member has the right and the responsibility to use the whistleblowing procedures, safeguarding and protection procedures, without informing the management or safeguarding officer of the breach of confidentiality, if they suspect that a member of the management team is the person responsible for the issues being raised.

### **Legislative Framework**

The Organisation will monitor this policy to ensure it meets statutory and legal requirements including the GDPR, Ofsted requirements, Equality Act 2010, Care Act 2014, Children's Act, Rehabilitation of Offenders Act and Prevention of Terrorism Act. Training on the policy is available.

### **Ensuring the Effectiveness of the Policy**

All Birmingham Marlins Swimming Club members, workforce, volunteers, and others will have access to a copy of the confidentiality policy via the Club web site.. The policy will be reviewed annually and amendments will be proposed and agreed by the management team.

### **Non-adherence**

Breaches of this policy will be dealt with under the Grievance and/or Disciplinary procedures as appropriate.