

VIP Education

CONFIDENTIALITY / DATA PROTECTION POLICY

(September 2026)

VIP, hereinafter referred to as 'the Organisation' is committed to providing a confidential service to its users. No information given to the Organisation 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 Organisation through its work.

The Organisation holds personal data about its staff, 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 and users understand the Organisations requirements in relation to the disclosure of personal data and confidential information.

Principles

- All personal paper-based and electronic data must be stored in accordance with GDPR and the Data Protection Act 1998 and must be secured against unauthorised access, accidental disclosure, loss or destruction.
- All personal paper-based and electronic data must only be accessible to those individuals authorised to have access.

Statistical Recording

The Organisation is committed to effective statistical recording of the use of its services in order to monitor usage and performance.

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

Records

All records are kept in locked filing cabinets. All information relating to service users will be left in locked drawers. This includes notebooks, copies of correspondence and any other sources of information.

Education Welfare: Information received from schools regarding Parents, carers and young people will remain the property of the school. VIP will not keep this information on record, as we carry out visit requests on a daily basis, following direction from the individual schools that commission our services.

Breaches of Confidentiality

The Organisation 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, an 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.

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

- The worker should raise the matter immediately with the Organisation's Designated Safeguarding Lead or the Director.
- The worker must explain why they feel confidentiality should be breached and what would be achieved by breaching confidentiality. The DSL / Director should take a written note of this discussion.
- The DSL / Director is responsible for making a decision on whether confidentiality should be breached.

Legislative Framework

The Organisation will monitor this policy to ensure it meets statutory and legal requirements including GDPR, the Data Protection Act, Children's Act, Rehabilitation of Offenders Act and Prevention of Terrorism Act. Training on the policy will include these aspects.

Ensuring the Effectiveness of the Policy

Existing and new workers will be introduced to the confidentiality policy via induction and training. The policy will be reviewed annually and amendments will be proposed and agreed by the Director.

Non-adherence

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