



Lincolnshire Parent Carer Council

Registered Charity No: 1141060

Confidentiality Policy

This policy refers to information that is shared by parents, professionals, external organisations and members through informal discussions, formal meetings, written and verbal information.

1) Information shared by parents

Lincolnshire Parent Carer Council (LPCC) recognizes that all parents/carers and organizations should be able to access the LPCC and share information in confidence.

The LPCC is committed to the principle that parents/carers and organizations have a right to expect that

- a) the personal information they share with us will be respected and not passed on to anyone else without their express permission
- b) all information they share will remain anonymous unless their permission is given to release their identity
- c) although anonymous, data may be used for statistical purposes, and care is taken that information is sufficiently obscure to ensure identification is impossible.
- d) Information will be handled in ways that conform to the Data Protection Act requirements, **unless** there are strong public interest concerns, i.e. child protection, illegal activities such as drug offences. These cases need to be reported immediately to the Chair/Vice Chair. Our Data protection policy will then be followed.

2) Information from LPCC meetings and discussions

It is acknowledged that there needs to be mutual trust between LPCC members to keep information confidential and within the LPCC when appropriate.

Experiences of parents/carers should to be used by LPCC in their line of work. However, confidentiality regarding the origins of the information must be retained

3) Documents shared by outside organisations

LPCC representatives must adhere to the confidentiality agreements of their own support groups and links.

Information obtained from external groups can be shared amongst LPCC members only (including co-opted members identified by LPCC for specific tasks). Information sharing must be bound by this confidentiality agreement.

The LPCC recognises that external groups should be able to share information with the LPCC, as with all other professionals.

Any breaches of confidence will be reported to the Chair/Vice Chair.

All LPCC members and co-opted members will sign and return a copy of the confidentiality policy, agreeing to abide by it.

Written: January 2009

Reviewed: February 2014

Next review date: February 2015

As a member of the Lincolnshire Parent Carer Council, I agree to abide by the terms of the LPCC Confidentiality Policy stated above.

Signed

Date