



## **Confidentiality and Information Sharing Policy**

### **Overview and Intent**

**Kinetic Sports Group recognise that our work with children and families will sometimes bring us in to contact with confidential information. To ensure that all those using and working in Kinetic Sports Group can do so with confidence we will adhere to the 7 data protection principles set out within the General Data Protection Regulations 2018.**

### **Legal Context**

This policy takes in to account the following legislation and best practice guidance:

Data Protection Act 2018

General Data Protection Regulations 2018

Early Years Foundation Stage Statutory Framework 2021

Working Together to Safeguard Children 2018

Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers

### **Procedures**

- Our Confidentiality Policy will be read by all staff and volunteers and is available to all partners and clients
- We will only collect and process data which is necessary for Kinetic Sports Group to fulfil the business commitments
- We will only keep data for as long as is legally required
- When data is no longer needed we will ensure that it is destroyed safely
- Parents and legal carers will have access to the files and records of their own children but will not have access to information about any other child
- Meetings with parents and carers will take place where the conversation cannot be overheard

- Information given by parents/carers to Kinetic sports Group will not be passed on to other adults, organisations or agencies without consent, unless we are concerned about someone’s welfare (please see our safeguarding and child protection policy)
- Any concerns or evidence relating to an individual’s personal safety or wellbeing will be kept in a confidential file and will not be shared within the group except with the relevant manager or designated safeguarding lead
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions
- Students on recognised courses observing in Kinetic Sports Group will be advised of our confidentiality policy and required to respect it
- Personal information held as a hard copy will be kept locked away and only accessible to those who have a recognised need to access it
- Computers and laptops which have personal information stored on them will have a password protection system in place
- Offices and buildings will be kept secure
- IT equipment will be regularly monitored to ensure the correct levels of security software are being used
- Staff cannot use their personal phones or cameras to take photographs of children or adults. Only designated cameras can be used
- Permission will be sought from parents or carers with regard to the use of photographs for marketing or publicity purposes and consent gained
- Individuals (or their legal representatives) can request copies of any data that Kinetic Sports Group hold about them, within legal frameworks. We will respond to requests within 7 days
- We will respond to a data breach or ‘near miss’
  - Any ‘near miss’ data breach will be investigated internally, by a manager and any action identified and implemented
  - Anyone involved in a near miss or a data breach will be informed and we will make every effort to find any mislaid or stolen data
  - Any data breaches will be reported to the Information Commissioner’s Office, as necessary
- We will maintain registration with the Information Commissioner’s Office, as required

Any concerns or queries regarding confidentiality or Information Sharing should be referred to:

George Allen, Director of Kinetic Sports Group and Data Protection Officer.

You have the right to make a complaint to the Information Commissioner’s Office if you are unhappy with our data handling. Information can be found here: [www.ico.gov.uk](http://www.ico.gov.uk)

<b>Date</b>	<b>Summary of Changes</b>	<b>Other Comments</b>
28 <sup>th</sup> February 2023	Policy Adopted	Revision due 27/2/2024