



## Data Protection Policy

# Index

<b>Section 1</b>	Policy Statement	p.1
	p.2	
<b>Section 2</b>		
Young People		
<b>Section 3</b>	Staff	p.2
<b>Section 4</b>	Parents and Carers	p.2
<b>Section 5</b>	GDPR	p.3
<b>Section 6</b>	Safe Storage of Information	p.4

## 1. Policy Statement

Wild Embers are committed to providing a safe environment for staff, young people and families. Wild Embers recognises that trust is essential in achieving good practice and is the foundation for all relationships within Wild Embers. Maintaining confidences is an integral part of building trust between young people, staff and the organization and will be respected at all times, apart from where it conflicts with reporting safeguarding concerns.

In addition, the Data Protection Act places an obligation on all organizations to implement the 8 guiding principles when obtaining, handling and storing personal information.

## 2. Young People

2.1 Wild Embers is committed to ensuring that young people are able to share information with Staff in a confidential manner.

2.2 Young people can expect that any information they give to a member of staff or volunteer is treated as sensitive and confidential and will not be shared Unless:

2.2.1 The member of staff believes that the young person, or another person, is in danger or is being harmed. In this case the young person will be told that the information will be shared with the appropriate agencies and encouraged to agree with this.

2.2.2 The young person discloses that they are involved, or plan to become involved in acts of terrorism.

## 3. Staff

3.1 All staff members at Wild Embers are expected to uphold the organizations commitment to confidentiality. This means that staff are expected to:

3.2.1 Keep records, files and documents stored in a safe and secure manner

3.2.2 Not discuss any information given by a young person in confidence, unless they have a safeguarding concern or the young person gives their permission.

3.2.3 Tell a young person when information cannot be kept confidential (erg. a safeguarding concern)

3.2.4 Encourage a young person to talk to other people (erg. parents or guardians) or professionals where they feel it would be in the young person's interest.

3.2 Members of staff and volunteers can expect that the organizational:

3.2.1 Provide them with a suitable means for storing confidential documents.

3.2.2 Ensure that their own information (erg. medical or emergency contact information, information contained in their personnel file) is stored securely, is kept confidential and only seen by colleagues in relation to their role.

3.2.3 Safely destroy personal information when the worker ceases to work for the organization.

3.2.4 Take disciplinary action where the Confidentiality Policy is not upheld (unless due to safeguarding concerns or a court order has been issued).

## 4. Parents and Carers

4.1 Parents/Carers of young people attending Wild Embers can expect that the information they provide (erg. medical information, contact information) will:

4.1.1 Be kept in a secure, confidential manner and only used for the purpose provided (erg. to safeguard the health and well being of the young person)

4.1.2 Will not share with other organizations without prior consent.

## 5. GDPR

5.1 As the new General Data Protection Regulation (GDPR) has now come into force, Wild Embers would like to advise all of our participants that we do not at any time pass on any personal data for marketing purposes.

5.2 This data shall be used to establish the terms of any business transactions for the safe and effective running of Wild Embers programmes

5.3 Data obtained shall be under the control of the Data Controller ( Wild Ember's Head Of Forest School) and shall be adequate, relevant and not excessive to our requirements.

5.4 Data shall be held for no longer than is necessary, and processed fairly and lawfully.

5.5 Appropriate technical and organisational measures shall be taken against unauthorized, or unlawful processing of data and against accidental loss, destruction or damage of the data.

5.6 Should you have any questions relating to data that we hold, please do not hesitate to contact Wild Embers at: [info@wildembers.org](mailto:info@wildembers.org)

## 6. Safe storage of information

6.1 Wild Embers is committed to keeping information of our participants, parents carers and all who volunteer, work and participate in Wild Embers activities safe and secure

6.2 Staff and Volunteers will adhere to Wild Embers confidentiality policy which outlines procedures for keeping and sharing information

6.3 Staff and volunteers should never share information about our participants via personal devices or emails

6.4 Staff and volunteers should always use wild embers email accounts to share and store information

6.5 Confidential information should be stored in password locked files on laptops and computers and when uploaded to shared drives (the cloud) confidential information should be passworded and not viewable to the public.

DATE WRITTEN/REVIEWED	WRITTEN BY	APPROVED BY DIRECTORS
30/03/22	Alex Goswick	Richard Scofield
20.09.20	Richard Scofield	Dawn Shade
04.07.19	Richard Scofield	Dawn Shade