

Guideline 4

Confidentiality Guidelines

Confidentiality refers to guidelines within bowls about when information can be shared, with whom and rules around when it is not appropriate to share information.

Every effort should be made to ensure that confidentiality is maintained for all concerned. However, there are circumstances when it is important that information is shared including to report or prevent harm to a child or an adult at risk.

Information should be handled and disseminated on a need to know basis only.

This includes the following people:

- Club Safeguarding Officer
- Parents/guardian of the person who is alleged to have been abused (if the concerns relate to the parent or guardian, seek advice from the NGB Safeguarding Officer, who will liaise with Children's Social Care services, about sharing information)
- Person making the allegation
- Children's Social Care/police
- NGB Safeguarding Officer

Information should be stored in a secure place with access limited to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Data Storage

When you're storing data, remember to comply with the Data Protection Act. The Act requires that you keep your clients' personal data secure, 'with appropriate technical organisational measures taken to protect the information'. In practice, this means you should encrypt personal data and protect it with a password, as well as taking physical precautions to keep it safe - lock away computers at night and secure servers and external hard drives with anti-theft cables.

- The Act requires that you take steps to keep personal data secure
- Encrypt sensitive data with a password
- Take physical precautions to keep data safe