



**Blackburn with Darwen
Parents In Partnership**

Empowering Parent Carers through Information Sharing

Confidentiality Policy

Date: October 2017

All information on children, families and anyone working with BwDPiP is kept securely and treated in confidence. Information will only be shared if the Parents or Carers, give their permission; or there appears to be a child protection issue.

All details will be kept confidentially and records kept securely. The details will remain accessible should any information be required for inspection by relevant agencies.

- I. All parents have access to our policies and procedures, which detail how we operate.
- II. We are aware of our responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000.
- III. We maintain a record of members contact details and appropriate signed consent forms.
- IV. If a child is identified as a child (section 17 of the Children Act 1989) we will, normally with the parent's permission, give appropriate information to referring agencies.
- V. All information shared will be kept confidential and will not be disclosed without the consent of the Parent or Carer, except as required by law (for example, if there appears to be a child protection issue). Please see BwDPiP's Safeguarding Children policy for further information
- VI. Relevant outside agencies may require access to BwDPiP's records at any time.
- VII. Parents and Carers have the right to inspect all records about their child at any time.

Date policy completed October 2017

Date policy formally reviewed November 2017

Next policy review October 2018

Date policy reviewed

Date this policy adopted by the Steering Group

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