



## Trauma Informed Parenting SCIO



Policy – Confidentiality Policy			
<b>Document Reference</b> No. 2	<b>Revision Level:</b> 0	<b>Approved By: Suzanne Scott</b> <b>CEO</b>	
<b>References:</b> Strategic		<b>Originator:</b> CEO	<b>Date Approved:</b> 2/7/2025

### 1. Purpose

Trauma Informed Parenting (TIP) is committed to protecting the confidentiality of all personal and sensitive information handled within the organisation. This policy ensures that data related to staff, volunteers, service users, donors, and stakeholders is handled securely, ethically, and in compliance with UK GDPR and best practices.

Trauma Informed Parenting is a SCIO Registration Number SC049894



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**This policy should be read in conjunction with TIP's Data Protection Policy and Safeguarding Policy.**

### 2. Scope

This policy applies to:

- All staff, volunteers, trustees, and third-party partners with access to confidential information.
- All personal, financial, and sensitive organisational data handled within TIP.
- Any information shared through meetings, training, reports, digital platforms, or verbal communication.

### 3. Key Principles

TIP upholds the following confidentiality commitments:

- Respecting individuals' privacy and handling their information securely.
- Ensuring that data is accessed only on a need-to-know basis.
- Preventing unauthorised disclosure of confidential or sensitive information.
- Handling personal and safeguarding concerns with strict confidentiality while ensuring compliance with legal and reporting obligations.

### 4. Confidential Information Covered

This policy applies to all forms of confidential information, including:

- Personal data (names, contact details, health records, safeguarding concerns).
- Financial and donor records.
- Staff and volunteer details related to contracts and background checks.
- Internal reports, policies, and strategic plans.
- Sensitive information shared during training, workshops, or service delivery.

### 5. Responsibilities

#### 5.1 Staff & Volunteer Responsibilities

All individuals handling confidential information must:

- Store, manage, and access data securely.
- Not share personal or sensitive information without proper authorisation.



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- Report any suspected data breaches or unauthorised disclosures immediately.

### 5.2 Trustee Responsibilities

Trustees have overall responsibility for ensuring TIP's confidentiality policies are implemented effectively. Trustees must:

- Oversee compliance with UK GDPR and data protection laws.
- Ensure organisational policies align with legal confidentiality standards.
- Monitor security practices related to data handling, safeguarding, and financial records.
- Take immediate action on confidentiality breaches, ensuring appropriate investigation and resolution.
- Authorise confidentiality agreements and review access permissions for sensitive information.

### 5.3 Organisational Responsibilities

TIP will ensure:

- Strict compliance with UK GDPR, protecting all personal data.
- Confidentiality agreements for employees, volunteers, and third-party partners.
- Secure data storage, with controlled access for sensitive files.

### 5.4 Designated Data Protection Officer

The designated lead for data protection and confidentiality is: Suzanne Scott –  
Email: [Suzanne@tipuk.org](mailto:Suzanne@tipuk.org)

Responsibilities include:

- Overseeing confidentiality compliance and data protection procedures.
- Investigating breaches and ensuring corrective action is taken.

## 6. Handling Breaches & Confidentiality Violations

### 6.1 Reporting a Breach

If an individual suspects a confidentiality breach, they must report it to TIP's Data Protection Officer.

### 6.2 Investigating Breaches



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TIP will conduct a formal investigation into any confidentiality breaches, ensuring:

- Immediate assessment of the impact and risks.
- Corrective action, including disciplinary measures if necessary.
- Notifications to affected individuals and authorities if required by law.

### 7. Safeguarding & Confidentiality Exceptions

While confidentiality is a priority, TIP must disclose certain information when legally required, including:

- Safeguarding concerns that require reporting to child protection agencies.
- Legal investigations or police inquiries requiring disclosure.
- Data subject requests in compliance with UK GDPR.

**Confidentiality will never override safeguarding responsibilities where a child or vulnerable adult is at risk.**

### 8. Policy Monitoring & Review

This policy will be reviewed annually, ensuring compliance with:

- UK GDPR updates.
- Best practices in charity governance and safeguarding.
- Feedback from confidentiality audits and data protection reviews.

Revision Level.	Description of Revision	Approved By:	Date
0	Approved on	CEO	2/7/2025
1	Review due		2/7/2026

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### **9.Related Procedure**

- TIP Data Protection Policy
- Safeguarding Policy

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