



The Monday Night Club
The Lodge, Dingle Road, Leigh
Worcester WR6 5JX
Tel: 07973788029
helen@themondaynightclub.org.uk
www.themondaynightclub.org.uk
Registered charity number 1160646

Confidentiality Policy

Confidentiality means that details about other people should only be disclosed on a need to know basis or if there is an immediate protection issue. Any details of a personal nature will only be disclosed with the consent of the person involved.

The Monday Night Club has a duty of confidentiality to the people who use the service – all members and those who care for them. All information relating to members should be treated as confidential. At no time should personal details or information relating to a member be discussed away from the club. Staff, volunteers and student placements must not use, or pass on, information gained in the course of their work to a third party, or on your own behalf. Requests for information concerning fellow members, volunteers, contractors, or suppliers should be passed to the CEO.

The only exception to this is if there is an immediate protection issue, which must be passed on to the designated officer. (Also see The Monday Night Club Safeguarding policies).

Data Protection

All confidential information will be kept securely on password protected systems. The Monday Night Club complies with The Data Protection Act 2018 and GDPR for both our computer and manual records. Data protection legislation respects the rights of individuals when processing their personal information.

- Personal data should be processed fairly, lawfully and in a transparent manner.
- Data should be obtained for specified and lawful purposes and not further processed in a manner that is incompatible with those purposes.
- The data should be adequate, relevant and not excessive.
- The data should be accurate and where necessary kept up to date.
- Data should not be kept for longer than necessary.
- Data should be kept secure.

Staff and volunteers will be briefed about the importance of member/parent/carer confidentiality during their induction and they are asked to read the policy and understand the procedure for reporting disclosures by any person or any other concerns they may have.

Under no circumstances will personal information be shared, this includes personal details, including home addresses, personal mobile numbers or personal email addresses.

This policy will be reviewed, and updated if necessary, by the Board of Trustees of The Monday Night Club once every year.

Name:.....Laura Gill.....

Signed:.....L.Gill.....

Date:.....24.01.2024.....