



Swindon Town FC

Confidentiality & Sharing

Data Protection

Policy

Version I.D	Reviewed by	Update details	Date of review	Endorsed by	Signature
1.1	Matt Waters	Post EFL Visit edits	2 nd November 2018	Steve Anderson	



Confidentiality

Swindon Town FC will operate on the premise that all information imparted to a member of staff will be treated in confidence. Confidentiality is a key issue in the lives of young people. They may trust a member of staff with issues of a personal nature and wherever possible their confidences should be respected. Staff must not however make promises on confidentiality they may be unable to keep.

Furthermore, staff should always make any complainant fully aware of any situation where confidentiality must not be maintained. Where there is a concern that the child may be suffering, or is at risk of suffering, abuse or significant harm, the child's safety and welfare must be the overriding consideration.

Children and Young people may disclose information that is difficult for the member of staff to deal with without further advice/support, or which must be reported to statutory agencies. In this case the complainant should be told that the situation will be discussed with the Safeguarding Manager or Designated Safeguarding Officer with a speciality in that area, but confidentiality will be maintained if possible.

Information sharing

Swindon Town FC is committed to sharing information for the purposes of safeguarding and promoting the welfare of children and young people in line with Working Together (2013) and with respect for The Data Protection Act (1998). Every effort though should be made to ensure that confidentiality is maintained for all concerned.

Information must be shared on a need to know basis, with or without the consent of the child to whom the information relates or the consent of that child's parent, carer or guardian. Whilst it is good practice to obtain **consent** wherever possible, **it is not a prerequisite**. Information may be shared with (but is not limited to) the following people:

- The Safeguarding Manager/Safeguarding Officers.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.



- Social Services/Police.
- The Chief Executive/Media and Communications Manager.
- The alleged abuser (and parents if the alleged abuser is a child)

In the event of a Criminal Investigation the Safeguarding Manager, Designated Safeguarding Officer (or member of staff dealing in their absence) will seek Social Services/Police advice on who should first approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws, e.g. that information is accurate, regularly updated, relevant and secure. Information will be retained for the relevant period as specified in the club’s Data Retention Policy.

Additional information can be viewed by following the link to the document called ‘Information Sharing Guidance for Professionals.’

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

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Signed.....

Date of Renewal.....

Review Date: July 2019

Steve Anderson

Chief Executive