



Wiltshire Involvement Network

Confidentiality Policy

Statement of Intent

Wiltshire Involvement Network fosters mutual trust between its members, host staff, volunteers, individuals and community groups.

The Data Protection Act (1984) is a legal framework for the protection of personal information. It is the responsibility of WIN to ensure that all information relating to individuals and / or groups is properly secured and controlled.

The Policy

All members must accept the policy to ensure the professionalism of WIN.

Host staff members have a duty to respect confidential and personal information concerning WIN participants.

WIN participants and host staff will not disclose confidential information about other individuals and / or community groups to any other individual or organisation without their prior consent.

Host staff may need to discuss confidential or personal information relating to a participant with their line manager as part of their own supervision and support.

WIN will support participants and host staff in the implementation of the confidentiality policy through induction, training and supervision.

This confidentiality Policy will be available on the WIN website.

Informed consent

WIN will respect the wishes of participants who want to restrict their details being shared.

Confidential information will only be disclosed to a third party with prior consent from the participant. Reports to the Local Authority / NHS Trusts will not disclose confidential information about any participant without prior consent.

Data Protection

Wiltshire and Swindon Users Network as host organisation is registered under the Data Protection Act to hold certain information about staff members and service users. Participants and host staff have a legal right to access all information that is held relating to them.

Breach of Confidentiality

If a host staff member or a participant believes that the Confidentiality Policy has been breached, the appropriate procedures, either those of WIN or the Host should be used.

Breaches of confidentiality by host staff members will be addressed through The Host procedures.