



Frenchay After Burns Children's Club.

Registered Charity Number 1105104.

Confidentiality Policy

Policy ID	FAB-P08
Version	1.3
Title	Confidentiality Policy
Approved by	FAB Exec Committee
Date Issued	19th March 2024
Review Date	19th March 2026

Confidentiality Policy

Each child/family FAB Club registration form containing personal details will be stored securely in accordance with the **General Data Protection Regulation (EU) 2016/679 (GDPR)**.

Registration details will be entered onto the FAB Club database which is maintained by the FAB Club secretary. This information will be confidential and only available to volunteers.

All information given to us by parents/ guardians is valued and shared with only the appropriate volunteers for each activity:

- Parents/guardians and children should feel they can discuss sensitive issues.
- This information may be held by the charity and used only if deemed necessary.
- Any volunteer in receipt of information should discuss this with the event leader and a risk assessment made.
- Parents must be made aware that this information may be disclosed to designated personnel.



Frenchay After Burns Children's Club.

Registered Charity Number 1105104.

FAB Club engages in activities with other burn clubs and charities. Information required for participation in an activity will be made available to all volunteers attending the event. Copies of personal information forms for an individual event will be held by the event organiser. FAB Club expects the information shared to be treated confidentially and only discussed as required amongst volunteers attending the event. However, FAB Club cannot be held responsible for any individuals' actions against this. The only exception to this is if a safeguarding issue arises; in these circumstances information will be disclosed to relevant external agencies (ie. Police, social services – the list is not exhaustive).

Volunteer contact details will be held on the FAB Club database and will only be accessible to Executive Committee members. Information will be released only if required, i.e.. to another FAB Club volunteer, but not to anyone else without that person's permission. Any contact information received must be treated as confidential and must not be passed onto anyone else.

It is accepted that the work of FAB must be publicised to raise its profile and fundraise, however, some information is of a confidential nature and should be treated as such. If any volunteer is in any doubt what information should be disclosed, they should seek the advice of an Executive Committee Member, this is to protect the personal information relating to volunteers, members and the integrity of the charity.