



**Young Farmers'
Clubs of Ulster**

CONFIDENTIALITY POLICY & PROCEDURES

This policy was approved by the Management Board/Committee of Young Farmers Clubs' of Ulster on:

Date: 6 September 2018

Young Farmers' Clubs of Ulster

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Policy Details

Document Details
Confidentiality Policy

Young Farmers Clubs' of Ulster

Approval Date
6 September 2018 Management Board Meeting

Date for next Review
Three years from date above or when there are other legislative or organisational changes)

Accountability
All employees, volunteers and members of the Young Farmers Clubs' of Ulster

Introduction to the Young Farmers' Clubs of Ulster

The Young Farmers' Clubs of Ulster (YFCU) was founded in 1929 and is an open, non-political body operating by means of an association of individual clubs throughout Northern Ireland. YFCU is the largest rural youth organisation in Northern Ireland. It provides a support network to young people to the rural community and offers members a range of training opportunities, competitions, travel and exchanges.

YFCU is an organisation for young people run by young people between the ages of 12 and 30 years old. Executive County and Club officials are all elected annually within the membership.

Vision:

The Young Farmers' Clubs of Ulster's vision is of a robust rural community which recognises and values all young people as key stakeholders.

Mission:

Our mission is to encourage individual development. Creativity, initiative and contribution for the benefit of members, the Association, industry and community.

YFCU will ensure that this policy will incorporate best practice within the organisation to ensure that confidentiality is prioritised through the whole service and each staff member and volunteer is aware of the policy and procedures attached.

1.0 INTRODUCTION

- 1.1 The security, health & safety and welfare of all members who engage in the services of Young Farmers Clubs' of Ulster are of the utmost importance to the organisation. In recognition of the fact that many users of our services are dealing with financial and emotional difficulties it is essential that the confidentiality of individual users of all services is maintained.
- 1.2 Throughout this document any reference to members includes all those individuals who avail of the services provided by Young Farmers Clubs' of Ulster

2.0 POLICY STATEMENT

- 2.1 The aim of this policy is to demonstrate the commitment of the Management Board of Young Farmers Clubs' of Ulster to the confidentiality of all Members.
- 2.2 The collection and recording of some information and statistics is necessary not only for the prime task of delivering services, but may be required for a number of other purposes including: -
 - Assuring and improving the quality of services;
 - Effective management and administration;
 - Co-ordinating Young Farmers Clubs' of Ulster services within the local area and that of other support agencies; and
 - Statistical analysis and research.
- 2.3 Personal identifiable information will not be collected or used unless there is some justification both legally and practically for doing so. The collection and recording of some information is necessary for management purposes. In all instances users are informed of the nature, extent and proposed usage of information.
- 2.4 All staff will, in the course of their duties, have access to and be entrusted with information relating to Members' life experiences and their family circumstances. Members are entitled to expect that any information shared with or observed by staff will be treated in the strictest confidence. Sensitive information will only be shared with relevant staff members where it is appropriate to do so and where the Member has given permission for the information to be shared.
- 2.5 While members have the right to privacy, considerations of privacy should, however, not override the right of children to be protected from harm (see Child Protection/Safeguarding Policy).

2.6 The wishes of any member to withhold or restrict the transfer of her personal information should be respected, however, in certain circumstances; organisations have a statutory or legal requirement to pass on information. Members should be informed of such requirements. (See Appendix 2).

2.7 This policy should be read in conjunction with the following policies and Staff Handbook (which includes Data Protection Policy)

- Child Protection
- Lone Working
- Safeguarding
- Retention of Records
- Training & Development
- Volunteering
- Code of Conduct

3.0 IMPLEMENTATION

3.1 The CEO has specific responsibility for the effective implementation of this policy. All staff are expected to abide by the policy. In order to implement this policy, Young Farmers Clubs' of Ulster will ensure that:

- The confidentiality requirement is explicitly incorporated within all employment contracts for paid staff and all role agreements for volunteers;
- All staff are made aware of the Confidentiality Policy through induction training;
- All staff understand the policy and procedures in their respective place of employment to enable them to fulfil their responsibilities;
- All members will be made aware of the reasons why information about them is collected and held, and the purpose for which their information may be used;
- All members have the right to see their records; and
- All members will be made aware of the Confidentiality Policy.

4.0 PROCEDURES

4.1 See Appendix 1.

5.0 COMMENTS & COMPLAINTS

5.1 Any breach of the Confidentiality policy will be regarded as misconduct and may lead to disciplinary action.

5.2 Any other comments or complaints in relation to this policy should, in the first instance, be raised with the CEO, who will carry out an investigation in line with the Comments & Complaints Policy.

6.0 MONITORING & REVIEW

6.1 The procedures will be reviewed on a regular basis by staff to identify areas for improvement and where appropriate to make changes.

Appendix 1

PROCEDURES IN RESPECT OF ENSURING CONFIDENTIALITY

1.0 COLLECTION, RECORDING AND STORING OF INFORMATION

- 1.1 The recording of personal information on members should be adequate, relevant and not excessive for the reason(s) for which it is collected or used.
- 1.2 Personal information should be accurate and, where necessary, kept up to date. All support plans will have a client reference number which will ensure the confidentiality of individuals. The referral forms and assessment records which will have personal information recorded will be stored in a locked cabinet.
- 1.3 All records should be clear, relevant and concise, and indicate the identity of any persons who have made an entry in them. The use of abbreviations should be avoided where there is any potential for their meaning to be misunderstood.
- 1.4 It is necessary to record personal information on the members, therefore consent of the member will be sought and a copy of the information offered to the user. Such records will only be shared with external professional bodies with the full involvement of and permission of the user.
- 1.5 Any records, manual or computerised, will be kept secure and access limited.
- 1.6 Unauthorised use of personal records and loss, destruction or damage of personal records, accidental or intentional, will be considered a disciplinary matter and will be dealt with under the disciplinary procedures.
- 1.7 Where members cease to use services, their records will be shredded.

2.0 USE OF INFORMATION FOR TRAINING, RESEARCH AND PUBLICITY

- 2.1 Young Farmers Clubs' of Ulster may ask permission of individual members to use material relating to their circumstances for training, publicity or research purposes, in pursuance of its aims and objectives. Young Farmers Clubs' of Ulster will ensure that personal details, which could identify members, will not be used. In such cases, members will be fully informed of the reasons for the request. Material will only be used with the individual's full permission and for the purpose it was sought.

3.0 SUPPORT SERVICES

- 3.1 Members are made aware of the confidentiality policy to which all staff are bound. They are also made aware, however, that the members are not bound by the confidentiality policy in relation to their own personal information. It is each individual member's responsibility to decide what to share with other members.

- 3.2 Young Farmers Clubs' of Ulster requires personal details about members to provide services. Members are informed of the need for such record keeping. Confidentiality in relation to written and computerised records will be respected by ensuring that:
- Written records are kept in a secure place under lock and key and access is limited.
 - Computerised records are secure and access is limited.
 - Where individuals cease to use services, their records will be shredded.
- 3.3 When it is considered that member in a dangerous or life- threatening situation, or where their behaviour is considered a serious danger to themselves or others, staff will use their judgement to respond. Further action to involve other agencies – (medical services, out of hour's duty social worker, police) - will depend on the considered judgement of staff, in consultation with the Designated Safeguarding Officer and CEO.
- 3.6 Examples of dangerous or life threatening situations might include:
- Someone in need of immediate medical attention;
 - A telephone call interrupted by another person threatening/intending to severely harm or kill the caller; and
 - Information that a person has attempted to complete suicide
- 3.7 In instances where there is an allegation or suspicion of abuse, staff are required to bring such information to the attention of the Designated Safeguarding Officer and CEO. It is important that the rights of the member, by ensuring that only those who need to know are given the relevant information (see Child Protection policy and Safeguarding and Protection Policy).

Appendix 2

1.0 STATUTORY REQUIREMENTS

- 1.1 In certain circumstances, which are outlined below, Young Farmers Clubs' of Ulster or individual members of staff may have a statutory responsibility to pass on member information. In such cases, prior consultation with the member is not required. The member should be informed as soon as possible that information has been passed on and a note made in the records.

2.0 CHILD PROTECTION/SAFEGUARDING CASES

- 2.1 In child protection cases, the overriding principle is to secure the best interests of the child. Therefore, if staff have knowledge or suspicion of abuse or neglect, it will be necessary for them to share this with others on a strictly controlled basis to make decisions relating to the welfare of the child in the light of all relevant information.
- 2.2 In all circumstances, the current Child Protection/Safeguarding policies, procedures and guidelines must be adhered to.

3.0 LEGAL DISCLOSURE

- 3.1 The High Court and County Court have authority to order the disclosure of documents. These orders must specify clearly what information is required and by whom.
- 3.2 Where an order seeks information about a member or former member who has not instigated a court action, the member will be notified. In all situations of risk or where there is confusion or uncertainty, legal advice will be sought.

4.0 PROTECTION OF THE PUBLIC

- 4.1 It may sometimes be justifiable to pass on member information to other agencies in order to prevent dangers to the general public such as public health risk or risk of violence.
- 4.2 Each case must be considered on its merits, the main criterion being whether the release of information to protect the public should prevail over the duty of confidence to the member.
- 4.3 The Public Health Act (NI) 1967 makes provision for the notification of certain infectious diseases

5.0 TACKLING SERIOUS CRIME

- 5.1 Information can be passed on to help tackle serious crime only when the task of preventing, detecting or prosecuting the crime would be seriously prejudiced by it being withheld. The information disclosed will be limited to what is strictly relevant. It should only be used or subsequently passed on where it is required for the present investigation.

Staff and volunteers are required to comply with this Confidentiality Policy. Failure to do so may result in disciplinary action, which could include dismissal.

Please sign and return this page to the Personnel /Administrative Manager.

Staff/Volunteer Acceptance

I have read and understood the Confidentiality Policy and agree to abide by the requirements laid down:

Signature:

Date:

Print Name:
