

# MORECARE

## CONFIDENTIALITY POLICY

Morecare is committed to the Principle that no information about a Client or Volunteer will be shared with anyone within or outside the organisation except for the purpose for which it was given.

Morecare recognises the right to Privacy is essential so clients can have trust and confidence in the organisation. Morecare will do all we can to make sure personal rights, personal choices and personal dignity are respected.

This commitment also applies to all relevant information about the internal affairs of Morecare.

This commitment should be read in conjunction with the Vulnerable Adults Policy and the laws on reporting Abuse. Volunteers will receive relevant training on working with vulnerable adults and recognising and reporting abuse.

### Rationale

Our work will bring us into contact with confidential information. To make sure that all those volunteering, and clients using the service, can do so with confidence, we will respect confidentiality in the following ways:

- No information about a Client or Volunteer will be shared with anyone within or outside the organisation except for the purpose for which it was given.

#### EXCEPT

- With the express permission of the individual
- Where the volunteer and their supervisor, after discussion, feel the client is in imminent danger of abuse (see vulnerable Adults Policy)
- If it affects the safety of a client

#### FURTHERMORE

Morecare will take every reasonable step to ensure that no information regarding a client is disclosed without their consent except where the organisation has a specific legal or contractual obligation to do so.

Any disclosure of information to a third party will be recorded in the service users file together with confirmation that their consent has been received.

Morecare will comply with all the requirements of the Data Protection Act.

I have read and understood the attached policy on confidentiality and agree to be bound by its terms.

Signature .....

Print Name ..... Date .....