

Our work with children and their families may bring us into contact with confidential information which will only be used to enhance the welfare of their children.

Parents and guardians have a right to know and be informed about the circumstances, and reasons, when we are obliged to share information and we will be open and honest and explain to families how, when and why the information will be shared about them and with whom.

It is a legal requirement for us to hold information about the members of GTT. There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

It is our intention to respect the privacy of children and their families and we do this by following the procedure below:

- Confidential records are stored in a locked office.
- Written permission is obtained to hold personal details on members.
- Staff, student and volunteer briefings include an awareness of the importance of confidentiality.
- Decisions about staff employment remains confidential to those directly involved in the process.
- If staff breach this policy this may result in disciplinary action including dismissal.

Records are kept for the purpose of maintaining our business. These include health and safety records, development plans, financial records, contractual documentation, and employment records of staff, students and volunteers.

Parents may request access to and/or removal of any confidential records held on their child by GTT. Our Safeguarding Policy sets out how and where information should be recorded.