



## Confidentiality is Important to New Team

Information is “confidential” if you say it is before you share. You can ask for something to be confidential after you share it and we will do that if we can.

Even if you don’t ask, some types of information are confidential unless people can already find them out: your ethnicity, political views, religion, trade union membership, mental/physical health, details of your sex life and crimes.

These are the times when youth workers have to pass on information without your permission (and keep a safe written/digital record):

1. If they think you are at risk of harm or if you are putting others at risk of harm.
2. If the courts tell them to.
3. To stop a serious crime from happening or to help the police investigate or prosecute a serious crime.

Even when we have to do this, we will only pass it on to those we need to and we will let you know about this if we can.

At all other times, New Team will NOT pass on confidential information about you to **anyone** without your permission.

If you do not want a youth worker to share something with the rest of the youth work team, ask before you share it. We can talk about why this is important to you and agree who will and will not know. We will ALWAYS share things with at least one person in New Team, (probably a supervisor) so that we get help to help you. We will not tell the supervisor your name.

*(If a youth worker is seeing a counsellor/psychologist/doctor, they can share relevant information with them, but may NOT use your name, and that counsellor/psychologist/doctor must keep this information confidential. This is important because we want youth workers to be healthy and able to work well.)*

Youth workers should NEVER ask you to keep secrets about us, things we say or things we do.

**Data Protection:** You have rights over your written/digital confidential information. We will ask you before storing traceable written/digital confidential information and let you know why we keep it. We will let you know what it will be used for. We will only keep what we need. It will be true and up-to-date. We will only keep it as long as we need to. You can ask to see it. You can say if you do not want New Team to keep the written/digital information. We will keep it safely (locked up or with a password). We can only send it to another country if there is a good reason (eg a trip) and we would ask you before doing this.