



Eastern Region of Parent Carer Forums Confidentiality Policy

Everyone within ERPCF must always be aware about confidentiality of information gained by them during the course of their duties.

The ERPCF expects that all members of the Steering Group, staff, Regional Reps and Meeting attendees treat information in a discreet and confidential manner.

Particular attention is drawn to the following:

- Written records including computerised information and correspondence must be kept securely at all times when not being used by an authorised person.
- Information received from Government Departments, County Councils or Unitary Authorities, NHS England, and other organisations, must be kept confidential to within an ERPCF Meeting when requested to do so.
- Conversations relating to confidential matters should not take place in situations where they may be overheard.
- Information of a personal nature gained as part of a trusting relationship with other parent carers must not be shared unless prior permission has been obtained.
- Any breach of confidentiality may be regarded as misconduct and be the subject of serious action.
- The importance of confidentiality cannot be stressed too much and it is important to be borne in mind at all times.

This policy was approved by the ERPCF

Frequency of Policy review:

Bi-annually

Review of this Policy due:

May 2023