

Confidentiality & Privacy Policy.

The purpose of this policy is to inform all those people, who will be working with 'the family', of the need to be aware of their responsibilities for safeguarding confidentiality and preserving the privacy of the family. This is not just a requirement of BRSG it is a requirement of the Data Protection Act 1998. This policy should be read in conjunction with the BRSG Data Protection policy.

- All confidential, person-identifiable information such as contact details, health or financial details must be safeguarded and only shared on a need to know basis.
- When discussing confidential matters ensure that you are in a private place and cannot be overheard.
- Do not make any announcements regarding the family or the contract. Any publicity (T.V., radio, newspapers or social media) is strictly via the Lead Sponsor – Mary Whibley.
- Contact any of the trustees if you need any clarification on this policy.