

# Moira Replan

## Confidentiality Policy

As a registered charitable organisation Moira Replan's approach to confidentiality is one of respect to individuals, regardless of circumstances or background and is manifested in the acceptance of each person's right to define their life. Many vulnerable individual and groups using Moira Replan seeking support, advice, and a place to feel safe. In all but exceptional circumstances their freedom to confide is safeguarded by Moira Replan's Policy.

### Definition of confidentiality

Information belongs to the person or agency entrusting it to a member of staff or volunteer of Moira Replan. Information remains personal and in control of the giver, once received by Moira Replan, it may not be used for any purpose other than that for which it was given, nor may it be passed on to any other person or agency without the express permission of the giver. The exception of sharing the information is in circumstances where the safety of the giver and/or their family are at serious risk of harm.

### Policy in Action

The concept of "ownership" is important. Information may reach staff or volunteers of Moira Replan from several individuals or agencies. For example, the information given by a statutory agency about a 'client' to be identical to that given by the giver it remains the case that each party retains the right to control whether information is passed on their behalf.

### Exceptional Circumstances for Breaching Confidentiality

Moira Replan acknowledges that there are occasions it may be necessary to share the basic rules of confidentiality. These may be where the rights and liberties of individuals including the giver may be seriously at risk. Where a child or vulnerable adult is at risk of physical or emotional harm to themselves or other people. When a member of staff or volunteer is given information, or a matter comes to their attention, and they feel there is serious risk of harm they must discuss without delay to the safeguarding person on duty at the time. They in turn would discuss further with the giver to seek clarification and explain that the information should be shared with an outside agency. **But only** if it does not put the giver or anyone else at risk of further danger, or in the case of the giver themselves not being capable, due to mental breakdown. The safeguarding officer would speak directly to a staff member and/or a nominated Trustee. The giver would be informed of the necessity of divulging the confidentiality and the reasons for having to do so. Moira Replan would support the giver throughout the process and the subsequent outcomes of sharing with an outside agency.

Reviewed, Agreed and Ratified at AGM 2022

Signature of the Chairperson of the Trustees

