



ANDERIDA ADOLESCENT CARE

CONFIDENTIALITY POLICY

Confidential information obtained during your employment is not to be disclosed without written permission.

Confidential information is any information which you are privy to during your employment, whether written or verbal. This includes information about residents, staff or any other business of the company.

All employees must be particularly careful when talking with people, including relatives, about their work. Much information is of a highly personal and sensitive nature and ill-chosen words or conducting a conversation which might be overheard could lead to misunderstanding, worry and distress on the part of others. It reflects badly on the organisation when members of the public are aware that the organisation's staff do not have due respect for the people in their care, their colleagues or their employer. This also applies to all social media and e-communications where nothing related in any way to our work should be posted. Staff should not post on social media whilst at work even if unrelated as this can be misleading (see Social Networking Policy).

Staff may be asked for information over the phone by family or professionals. Staff must always confirm the identity of whom is asking and check with the manager they are at liberty share information/ documents requested,

The disclosing of confidential information is a disciplinary offence which could lead to instant dismissal.

For further guidance please see Anderida's Data Protection Policy.