

Confidentiality Policy

Personal information is defined as any information that may be used to identify an individual, including but not limited to: a person's name, address, contact information, age, sex. Board members, volunteers and staff of A Little Lifetime Foundation are bound by ethical and legal codes to protect the confidentiality and privacy of parents and families in our service. It is our policy to protect and maintain the confidentiality of all information learned about parents, their family members and acquaintances in the course of providing services to them.

Confidential communications include conversations, reports, forms, correspondence, and computer generated communications with, about or involving in any way any service user of A Little Lifetime Foundation.

Information about individuals, whether on computer or on paper falls within the scope of the various Data Protection Acts and must comply with the data protection principles. All personal information will be stored in a locked filing cabinet or on a password protected computer.

Board members, volunteers, staff and contractors should demonstrate professionalism, good judgement and care to avoid collecting and storing information the charity is not entitled to request or hold. They should also avoid unauthorised or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view. Board members, volunteers, staff and contractors in A Little Lifetime Foundation will be advised of our confidentiality policy and will be required to sign up to it. Appropriate disciplinary procedures will follow any breach of A Little Lifetime Foundation Confidentiality Policy.

Support Team members should do their utmost to ensure the privacy of parents attending online support meetings or workshop by, for example logging in a place of privacy in their own home.

Confidentiality Agreement

I _____ have read and agree to the terms of A Little Lifetime Foundation's Confidentiality Policy.

Signed _____ Date _____