



The Monday Night Club
The Lodge, Dingle Road, Leigh
Worcester WR6 5JX
Tel: 07973788029

www.themondaynightclub.org.uk
Registered charity number 1160646

Confidentiality Policy

Confidentiality means that details about other people should only be disclosed on a need to know basis or if there is an immediate protection issue. Any details of a personal nature will only be disclosed with the consent of the person involved.

The Monday Night Club has a duty of confidentiality to the people who use the service – all members and those who care for them. All information relating to members should be treated as confidential. At no time should personal details or information relating to a member be discussed away from the club. Volunteers and student placements must not use or pass on information gained in the course of their work to a third party or on your own behalf. Requests for information concerning fellow members, volunteers, contractors or suppliers should be passed to the Welfare Officer.

The only exception to this is if there is an immediate protection issue, which must be passed on to the designated officer. (Also see Monday Night Club Safeguarding policies).

All confidential information will be kept securely.

Volunteers will be briefed about the importance of service user/parent/carer confidentiality during their induction and they are asked to read the policy and understand the procedure for reporting disclosures by any person or any other concerns they may have.

Under no circumstances will personal information be shared, this includes personal details, including home addresses, personal mobile numbers or personal email addresses.

Name:.....

Signed:.....

Date:.....

