



Confidentiality Policy for all the Active LD Team



The Active LD team are:

LD Advisors, Directors, Staff and Volunteers



Confidentiality: keeping what you say and your private information safe and secure

Policy: A set of rules or guidelines telling the Active LD team how we need to behave.

 	We keep private things private If someone tells us something personal, we don't tell other people unless we're allowed.
	We share when it's needed If you are worried you need to tell another trusted adult like a member of staff/director/volunteer at Active LD so they can help.
 	Tell us if someone's in danger If you think someone is being hurt or might be in danger, you must tell a member of Active LD staff, director or volunteer who can help right away.
	Don't promise to keep secrets If it's something serious, you might have to share it to keep people safe.

Confidentiality Policy

All employees and volunteers are required to abide by Active LD's Confidentiality Policy.

It is likely that certain information heard, seen, received or produced through working for or volunteering with Active LD will be confidential.

You must keep all information given to you or created by you during your employment/volunteering secure at all times, including returning any information to Active LD when your employment/volunteering ends.

Information of a personal and private nature must be treated sensitively and remain confidential within Active LD. This means that the information will not be given to anyone outside the Active LD without the permission of those to whom it relates, except in circumstances as detailed below.

Procedure

Personal and private information about people with learning disabilities and their families should be treated sensitively and only shared on a "need to know" basis within the organisation. However, it is also important that all staff and volunteers have the information they need to provide appropriate support to those engaging with Active LD and so must share information with each other where relevant.

Staff and volunteers have a responsibility to share information with their line manager.

Discussion about personal matters relating to families and individuals should, when necessary, take place in a private place with only relevant individuals present. Open discussion in front of those not party to the information, is not acceptable.

Files containing personal information should be saved in Active LD systems in line with the Data Protection Policy.

Unless there are exceptional circumstances, information should only be shared with outside agencies with the permission of the individual(s) concerned. However, in some circumstances Active LD will have a duty to share information.

Procedure for sharing information

In line with Active LD's safeguarding policy, if there is any suspicion, allegation, disclosure or incident of abuse, neglect or any safeguarding concern, staff, volunteers and trustees have a duty to act. "Safeguarding is everyone's business" and Active LD will be vigilant and work with all other partner agencies to safeguard adults.

Any suspicion, allegation, disclosure or incident of abuse or neglect must be acted on. If there is an immediate risk of harm then the staff member, volunteer or trustee will report the incident to the local authority and/or emergency services immediately. The principle of no delay will be followed.

Active LD may also have to share information without consent if we receive information which indicates that a serious crime has been or is going to be committed, or if required by law.

This is why it is important that Active LD staff and volunteers never make promises to keep information private. If, in any discussion, information is being given which the Active LD employee/volunteer believes may have to be shared with other agencies they should remind individuals that they may be required to share this information. Staff and volunteers should take written notes if possible and speak to their line manager as soon as possible, or in their absence another staff member or trustee.

Adopted on: 7th April 2025

Next review: April 2027