



Guidance on Confidentiality

The effective protection of a child/persons in vulnerable situation often depends on the willingness of the personnel in communities/ministries involved with children/person in vulnerable situations to share and exchange relevant information. It is therefore critical that there is a clear understanding of professional and legal responsibilities with regard to confidentiality and the exchange of information.

All information regarding concerns (current or historical) or allegations of abuse or neglect should be shared on 'a need to know' basis in the interests of the child/person in vulnerable situation with the relevant statutory authorities.

No undertakings regarding secrecy can be given. Those working with a child and family/person in vulnerable situation should make this clear to all parties involved, although they can be assured that all information will be handled taking full account of legal requirements.

Ethical and statutory codes concerned with confidentiality and data protection provide general guidance. They are not intended to limit or prevent the exchange of information between different professional staff with a responsibility for ensuring the protection and welfare of children/persons in vulnerable situations. The provision of information to the statutory agencies for the protection of a child/person in vulnerable situation is not a breach of confidentiality or data protection.

It must be clearly understood that information gathered for one purpose must not be used for another without consulting the person who provided that information.

The issue of confidentiality should be part of the training for all personnel.

Personnel involved in a suspected, alleged or confirmed abuse case should consistently make efforts to remain in contact with the statutory services, and to communicate all relevant information expediently.

Confidentiality Declaration



I hereby declare that

1. I am aware of my obligation to respect confidentiality. I know that I am not obliged not to divulge information acquired as a result of the Good Shepherd Congregation or one of its ministry/ communities, when informed that it is confidential.
2. I shall also respect the confidential nature of Safeguarding expressed by members of the Unit Safeguarding Committee or Congregational Safeguarding Advisors during discussions in Committee or in working groups. I undertake not disclose such information even after my participation in the work of the safeguarding has ceased.
3. Should the undersigned receive confidential information or restricted information in the context of her/his duties for Safeguarding, it shall be treated under conditions of strict confidentiality, be used exclusively for the purpose for which it was made available to him/her and it shall not be divulged to any third party.

The above implies that the undersigned:

- will not share information received from Safeguarding Committee,
- will ensure safe storage of the Confidential Information and applying appropriate security measure if the information is managed electronically

Signature: _____

Name: _____

Position: _____

Unit: _____

Date: _____