



Choirs Connected Confidentiality and Data Protection Policy

Music Director: Maria Brannelly

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Choirs Connected recognises and respects the privacy of children and their parents and carers, while ensuring that they enjoy a high quality singing project.

In addition, the Data Protection Act places an obligation on all organisations to implement guiding principles when obtaining, handling and storing personal information.

Choirs Connected therefore states:

1. Children and Young People

In this setting, 'children' refers to anyone who has not reached their 18th birthday. 'Children' therefore means 'children and young people' throughout.

The main aim of Choirs Connected is to provide a positive singing experience within a choir setting. However if a child were to share information with a teacher or conductor it should be treated as confidential and not discussed with others UNLESS:

- The teacher believes that the child, or another child, is in danger or is being harmed. In this case the child will be told that the information has to be shared with the appropriate agencies and encouraged to agree with this. *Please refer to Safeguarding Policy*
- The child discloses that they are involved, or plan to become involved in acts of terrorism.

2. Teachers

All teachers at Choirs Connected are expected to uphold our commitment to confidentiality. This means that teachers and conductors are expected to:

- Keep registers, files and documents stored in a safe and secure manner
- Not share or discuss any personal information about a participant (such as contact details/medical/SEN/family circumstances) unless it is necessary to meet their needs and/or keep them safe
- Tell a child when information cannot be kept confidential (ie. a child protection concern)

- Under no circumstances should staff provide any information about children to any branch of the media. All media enquiries should be passed in the first instance to the Music Director

Teachers and volunteers can expect that the organisation will:

- Ensure that their own information (e.g. medical or emergency contact information) is stored securely, is kept confidential and only seen by colleagues/schools in relation to their role
- Safely destroy personal information when the teacher ceases to work with Choirs Connected
- Take disciplinary action where the Confidentiality Policy is not upheld (unless due to child protection concerns or a court order has been issued)

3. Parents/Carers

Parents/Carers of young people attending Choirs Connected can expect that the information they provide (e.g. medical information, contact information) will:

- Be kept in a secure, confidential manner and only used for the purpose provided (i.e. to safeguard the health and wellbeing of the child)
- Enable Choirs Connected to ensure that parents receive information from the club that is necessary e.g. phone calls, letters, and emails regarding information about rehearsals and concerts
- Not be sold
- Will not be shared with organisations without prior consent.