

Confidentiality Policy



November 2016

Sparklers Charity

CONFIDENTIALITY

At Sparklers confidentiality and privacy is regarded as essential in all dealings with families. Every family's privacy is respected and information about them is confidentially handled.

The one exception would be on a disclosure relating to Safeguarding Children matters. A disclosure made by a member of the family must be handled with sensitivity but the individual would need to have it explained that anything that was said must be shared with other professionals.

Files on families are stored in our database and filing area at the Charity address. Information is not shared unless with the consent of the family involved.

Date Policy Reviewed

Updated	Changes	By	Version