



Confidentiality Policy

Purpose:

The Farncombe Community Garden has a suite of policies to ensure safe and effective working in the charity. This confidentiality policy outlines our commitment to protecting the privacy of information shared within the group.

- **Respect:** We respect the privacy of all volunteers.
- **Trust:** Building trust requires the confidential handling of sensitive information.
- **Discretion:** Volunteers are expected to exercise discretion when discussing group activities outside of the group.

Scope

This policy applies to all volunteers, and anyone acting on behalf of Farncombe Community Garden. It covers all forms of information, including but not limited to:

- Personal details shared during meetings or activities.
- Discussions and shared experiences.
- Any written or electronic communication within the group.

Day to Day practice in the garden is led by the premise that volunteers only share personal information about themselves voluntarily, not because of questioning.

Anything shared in the garden should stay in the garden unless it is a cause for concern, in which case it should be shared with the Lead Volunteer (LV) during that session.

1. General principles

1.1. The Farncombe Community Garden recognises that volunteers gain information about individuals during their time in the garden. In most cases such information will not be stated as confidential and volunteers may have to exercise common sense and discretion in identifying whether information is expected to be confidential. This policy aims to give guidance but if in doubt, seek advice.

2. Access to information

2.1. Information is confidential to Farncombe Community Garden as an organisation and may only be passed to management committee, the daily named LV or trustees to ensure the best quality service for volunteers

2.2. Volunteers will be expected to share information about themselves which is relevant to their role and relevant to safety within the garden.

Sensitive information as outlined in para 2.2 will only be shared with committee members if it is deemed necessary to disclose such information regarding the safety of themselves or other people.

3. Storing information

3.1. Confidential information is not stored unless it relates to a legal duty to disclose information.

4. Duty to disclose information

4.1. There is a legal duty to disclose some information including:

4.1.1. Safeguarding concerns, which will be reported to the Social Services Department

4.1.2. Drug trafficking, money laundering or acts of terrorism will be disclosed to the police.

4.2. Additionally, colleagues believing an illegal act has taken place, or that a user is at risk of harming themselves or others, must report this to the LV who will report it to the appropriate authorities. Anyone named will be informed of this disclosure.

4.2.1. Where there is a legal duty on Farncombe Community Garden to disclose information, the person to whom the confidentiality is owed will be informed that disclosure has or will be made.

5. Disclosures

5.1 The Farncombe Community Garden will comply with the DBS Code of practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.

6. Breach of confidentiality

6.2. Volunteers accessing unauthorised files or breaching confidentiality will be asked to leave the Farncombe Community Garden project.