|  |  |
| --- | --- |
|  | **Confidentiality policy**  Innov8 Sportz’s work will bring us into contact with confidential information. To ensure that all those participating an Innov8 Sportz session and working as an employee for Innov8 Sportz can do so with confidence, we will respect confidentiality in the following ways:  Parents/carers/guardians will have ready access to files and records of their own children - but not any other child.  Staff will not discuss individual children with people outside of Innov8 Sportz employees other than the parents/carers/guardians of that child.  Information given by parents/carers to any Innov8 Sportz staff will not be passed on to third parties. Unless a member of staff shows evidence relating to a child's personal safety or welfare.  Innov8 Sportz C.I.C will comply with all requirements of the Data Protection Act.  If it is brought to our attention that any of the above has not been followed by and of Innov8 Sportz staff appropriately, we will follow Innov8 Sportz’s disciplinary procedure. |

This policy was adopted by: Innov8 Sportz CIC in September 2016, was reviewed September 2018, with further review due September 2019. Signed: