

#### **4. Confidentiality Policy**

1. All paid workers and support volunteers at PLOT 22 will respect any information shared by participants of activities held at PLOT 22 as confidential and will maintain confidentiality within the project at all times. Confidentiality will only be broken if it is feared that someone may come to harm or an illegal action may occur. In such cases information will be shared appropriately with the Safeguarding Lead (or Safeguarding Deputy, if absent).
2. In the same way information shared between the paid workers and support volunteers will also be respected as confidential within the project.
3. PLOT 22 will keep any records of personal details of paid workers, support volunteers or participants in password protected files and in accordance with Data Protection Law. Only the CEO, Project Co-ordinator, Trustees and session facilitators/leads with responsibilities will have access to this information. Contact details will be held unless specifically requested to be removed, as outlined in our data protection policy.
4. Consent to take and use photos is gained via on-line forms and verbally within sessions. This covers photographs of all participants (including children and young people) for the website and any printed materials.
5. Any photographs or videos that accidentally include participants who have not consented to photo permissions will be deleted immediately.
6. All photographs taken of participants on site will be removed/downloaded from mobile devices as soon as possible and stored on the PLOT 22 photo archive.