

Confidentiality Policy

General Information

Sasrapid Incorporated holds files for all current and past participants, paid staff and volunteers, both electronically and paper based.

In compliance with the revised Privacy Act (1988) 21 December 2001, Sasrapid acknowledges its responsibility to inform participants of their right to know why the organisation is collecting their personal information, what information is being held, how the information will be used and who else will get the information.

Collection and use of Information

All information obtained by Sasrapid relating to paid staff, volunteers and participants, will be regarded as confidential and will not be used for any other purpose other than that for which it is given.

Sasrapid will collect, collate and store only information relevant to the specific service requested by the participant.

Sasrapid will only use information about the participant in ways which are consistent with the expectations of the participant or family / guardian.

Access to Information

Wherever possible and appropriate, Sasrapid will provide the participant, family, guardian, or significant other, access to information held about them by the service.

All information which is of a personal nature will be stored securely.

Generally, personal files of participants are not available for perusal by any person other than the individual concerned, except with the written consent of the participant or their guardian, if appropriate.

Disclosure of Information

Sasrapid will only release relevant information to another service provider if the consenting participant or relevant authorising significant other signs an appropriate release of information letter.

Sasrapid is required to disclose information about a client where:

- there is a serious and imminent threat to the welfare and safety of an individual, or
- for the investigation and or reporting of unlawful activity, or
- as required or authorised by the law eg notification of suspected child abuse.

Sasrapid is also required to release information about service users (without identifying the participant by name or address) to the Department for Communities and Social Inclusion and the Office of Recreation and Sport, to enable the compilation of statistical data.

Storage

Sasrapid will ensure that information is stored securely. Information kept on an electronic database will only be available to key individuals, specifically the Chief Executive Officer, Senior Projects Manager, Client Services Officer, Project Officers and the Administration Manager. Paper based files are securely stored and accessible only to relevant Sasrapid personnel.

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POLICY REVIEW

This Policy is to be reviewed on or before February 2015

SIGNED _____ Chairman

SIGNED _____ Chief Executive Officer DATE: February 13, 2014