



# POLICIES & PROCEDURES

## Pyramid of Arts

### Confidentiality Statement

Pyramid of Arts respects everyone's right to privacy. We need to store and share information about members and participants to ensure safety, effective communication and for monitoring purposes.

Information we may hold includes:

#### Personal

Name  
Address  
Contact details  
Next of kin  
Medical conditions/ allergies  
Incident reports

#### Monitoring

Date of birth  
Gender  
Disabilities  
Ethnicity  
Sexuality  
Religion  
Date of birth

#### Work related

CV  
References  
Bank Details  
Disciplinary record  
Sickness record  
Appraisals  
Criminal record

## How we use and store data

Data can be held both digitally (e.g. a computer file or online) and in hard copy (i.e. on paper).

### Digital Data Storage

Data is stored on a NAS (network-attached storage) server and the connected PCs are password protected.

We also use a database stored on a cloud-server. The database has a firewall, security software and an SSL certificate. This means that the information in the database is protected and encrypted. It can only be accessed by office staff with a username and password.

When using email, staff have a responsibility to ensure that security is maintained by:

- always using the BCC field when sending to multiple email addresses
- taking care to delete private information when using message forwarding
- only sharing contact information with express permission
- signing out of email when away from the PC

### Hard Copy Data Storage

Data held in hard copy centrally (e.g. membership forms and personal care records) is kept securely in locked cabinets. Documents in use during the working day are returned to locked cabinets before the office closes.

Data held in hard copy for group sessions is the responsibility of the core worker. The (locked) core worker filing cabinet contains contact information for every member and a 'personal care record' for each member with a learning disability. For sessions held in venues other than Pyramid of Arts, the core worker holds a file with this information. The core worker has a duty to ensure this is kept safe and secure, both during and between sessions.

The core worker can share personal information about a member with others in the group only on a 'need to know' basis, usually for reasons relating to health and safety. Information is passed on with the strict understanding of the need for confidentiality.

Non-learning disabled group members attend the Foundation Training, which includes summary training in their responsibilities under the Data Protection Act (1998).

## **Equal opportunities monitoring**

All members are provided with a letter which explains how and why Pyramid of Arts stores monitoring information about them. The letter explains that giving the information is optional and does not in any way affect membership. When we receive a completed monitoring form, the information is processed digitally and paper copies are shredded. Pyramid of Arts will never publish or pass on this information in a way that could identify someone individually.

## **Other information**

If someone discloses information to Pyramid of Arts which gives us a reason to believe that they (or someone else) are at risk, we might have to pass the information on - even if the person doesn't agree. Full details of our disclosure policy can be read in the Safeguarding Vulnerable Adults and Safeguarding Children policy documents.

Under the Data Protection Act (1998) all participants have the right to see what information is held about them, and can do so by putting their request in writing to the Operations Coordinator. The Data Protection Policy is available as a separate document.