

Confidentiality Policy

At all times, the safety and well being of the child will be of paramount importance. Please see also the safeguarding policy, media policy and **data protection policy**.

Our work with children and families brings us into contact with confidential information.

We will respect confidentiality in the following ways:

- All personal information about children, families and staff are kept securely in accordance with:
 - The General Data Protection Regulation (GDPR)
 - the Data Protection Act 1998.
 - The Privacy and Electronic Communications Regulations (PECR)
- Maintaining registration with the Information Commissioners Office (ICO) to ensure the appropriate collection and retention of personal information required to operate the Out Of School Club.
- Parents/carers can request access to records about their own children but will not have access to information about any other children.
- All records about accidents/incidents are recorded separately and filed separately.
- Parent's permission will be sought before photographs; videos etc are taken of the children in accordance with the media policy.
- Any anxieties/evidence relating to a child's personal safety are kept confidential and in accordance with the safeguarding policy and procedure - the Wales Safeguarding Procedures are followed in such cases.
- Staff will not discuss individual children with others outside the Club unless given written permission to do so from the parent/carer.
- No one at the Club will disclose private information, regarding employees, parents of children etc. unless they are clearly required by that organisation to operate its business. If unsure of the nature of any request then refer the matter to [name of delegated committee member] who holds responsibility for data protection in the Club.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- All staff, management, volunteers/students sign that they have read, accepted and implemented this policy. (Need to state where they sign – staff handbook?)
- Any breach of confidentiality is investigated immediately and the issue dealt with in accordance with the disciplinary procedure.

The Club is registered by CIW and is legally obliged to provide information to their officers on their request. Provision of this information is not regarded as a breach of the Club's confidentiality policy.

Polisi Cyfrinachedd

Ar bob achlysur, rhoddir y flaenoriaeth flaenaf i ddiogelwch a lles y plentyn. Gwelwch hefyd y polisi diogelu, y polisi cyfryngu a'r polisi diogelu data.

Mae ein gwaith gyda phlant a theuluoedd yn dod â ni i gysylltiad â gwybodaeth gyfrinachol.

Byddwn yn parchu cyfrinachedd yn y ffyrdd canlynol:

- Cedwir pob gwybodaeth bersonol am blant, teuluoedd a staff yn ddiogel, yn unol â Deddf Diogelu Data 1998.
- Bod wedi'ch cofrestru'n barhaus â Swyddfa'r Comisiynydd Gwybodaeth i sicrhau bod gwybodaeth bersonol yn cael ei chasglu a'i chadw yn briodol ar gyfer rhedeg y Clwb Allysgol.
- Gall rhieni/gofalwyr ofyn am fynediad i gofnodion ar eu plant eu hunain, ond ni fydd ganddynt fynediad i wybodaeth am unrhyw blant eraill.
- Cofnodir, a ffeilir, ar wahân, pob cofnod am ddamweiniau/digwyddiadau.
- Ceisir caniatâd rhieni cyn cymryd ffotograffau, fideos a.y.b. o'r plant yn unol â'r polisi cyfryngau.
- Cedwir unrhyw bryderon/dystiolaeth berthynol i ddiogelwch personol plentyn yn gyfrinachol, ac yn unol â'r polisi a'r weithdrefn ddiogelu - mewn achosion o'r fath dilynir Gweithdrefnau Diogelu Cymru.
- Ni fydd staff yn trafod plant unigol gydag eraill y tu allan i'r Clwb oni roddir caniatâd iddynt wneud hynny gan y rhiant/gofalwr.
- Ni fydd neb yn y Clwb yn datgelu gwybodaeth breifat ynglŷn â chyflogeion, rhieni plant a.y.b. oni bai fod gofyn clir iddynt wneud hynny gan y sefydliad hwnnw i redeg ei fusnes. Os ydych yn ansicr o natur unrhyw gais, yna cyfeiriwch y mater at [enw'r aelod pwyllgor a ddirprwywyd] sy'n gyfrifol am ddiogelu data yn y Clwb. .
- Pery materion ynglŷn â chyflogi staff, taledig neu ddi-dâl, yn gyfrinachol i'r bobl sydd uniongyrchol ynglŷn â phenderfyniadau ar bersonél.
- Mae pob aelod o'r staff, rheolwyr, gwirfoddolwyr/myfyrwyr yn arwyddo eu bod wedi darllen a derbyn y polisi hwn, ac wedi ei roi ar waith.
- Ymchwilir yn syth ar unrhyw dorri ar yr amod o gyfrinachedd, ac ymdrinnir â'r mater yn unol â'r weithdrefn ddisgyblaethol.

Cofrestrir y Clwb gan AGC, ac mae rhwymedigaeth gyfreithiol arno i ddarparu gwybodaeth i'w swyddogion ar gais. Nid ystyrir bod darparu'r wybodaeth hon yn mynd yn groes i bolisi cyfrinachedd y Clwb.