

Confidentiality & Data protection

- ▶ Sensitive data held during offsite sessions include the emergency contacts list, medical records and daily register. This will be protected by being kept in a folder within a bag on or near an allocated person at all times. Access will be monitored and restricted. Sensitive data will be stored in a locked filing unit in the main office on site or on a computer with password protection.
- ▶ The importance of maintaining confidentiality & data protection:
- ▶ **The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union. It also addresses the export of personal data outside the EU. The GDPR replaces the 1995 Data Protection Directive.** Failure to comply with the duties set out within this legislation is an offence punishable by law. Understanding the duties and responsibilities it presents is important in being able to perform the role of Activity Leader in a professional manner and fulfil legal responsibility.
- ▶ MIH complies with EU General Data Protection Regulation (GDPR). We will inform you about the way in which we use, share and store your personal information.
- ▶ The process of confidentiality is when access to information is restricted & kept private. Information about a person should only be held for reasons to fulfil a lawful purpose and with their consent. It may only be shared with others if permission is given and there must be a valid reason to do so. Measures must be taken to prevent loss, damage or transfer without consent. Confidentiality may only be breached if a situation arises that causes concern for the welfare or safety of another and appropriate guidance should be sought & followed.
- ▶ Data protection is the means by which data is protected; preventative measures to restrict unauthorised access. Confidential information in the form of written or photographic records must be stored in a locked cupboard, any data held on a computer system must be password protected.

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