



## **Confidentiality Policy** (see Data Protection statement)

This policy works in conjunction with WVWA house rules.

You have agreed to share relevant, personal information with Wear Valley Women's Aid staff during your period of residency at the project. (see Data Protection statement, house rules and Induction forms on file).

Your information will be gathered, and held in paper form and electronically. It is held securely.

Confidentiality is of paramount importance. All staff & volunteers at Wear Valley Women's Aid work to record, share your information respectfully, appropriately with relevant 3<sup>rd</sup> parties (with your written permission). This information is relevant/pertinent to you and matters/business which affect you while you reside at the refuge project.

You are entrusting us, all staff with your information who are trained to record your information appropriately and will work in confidence when sharing any information with a 3<sup>rd</sup> party.

Wear Valley Women's Aid expects YOU to share the same understanding of confidentiality.

### **YOU MUST NOT:**

- Use social networking sites & electronic media to divulge any information; WVWA strongly advises against using Facebook or other social networking websites which could be used to compromise the safety of service users or anyone involved in the running of WVWA.
- Discuss other residents' personal information, or staff, volunteers and students with friends, relatives and ex partners