



Diocese of York – Children and Youth Policy Documents

Confidentiality and Data Protection Policy

Name of group/club	
Associated with (Name of Church)	

This group/club is committed to confidential and professional handling of information associated with all those involved with activities and events of this group/club

This means we will:

- Keep notes of events and activities which may include evaluations and evidence for funding bids but will not include names or personal details of participants
- Require young people or parents/carers to complete a registration form including name, date of birth and emergency contact details which will be kept securely
- Ensure that information shared with staff or volunteers will be kept in confidence unless there is good reason to believe that the individual may be in danger or a danger to others in which case it may be used to contact parents/carers, medical or child protection services. In this case efforts will be made to ensure that the individual is informed of who has the information and how it is being stored

I have read this document and agree to abide by the confidentiality policy

Name	
Signature	
Date	