

BCA Independent Advocacy Services

CONFIDENTIALITY STATEMENT

Whilst carrying out the commitments of their role, advocates may have access to verbal and/or written information of a highly confidential nature. This information might be about partners, service providers, carers, families, other volunteers, employees of BCA Independent Advocacy Services (BCA) or other sensitive or personal information.

BCA is registered under the Data Protection Act 1998 and it is imperative that any information acquired in the course of your role remains confidential and is discussed only with relevant people who are entitled to know such as staff members of service providers directly or indirectly involved in the case, BCA's Director or Volunteer Co-ordinator or the partner themselves.

If there is any doubt as to the balance between confidentiality and the need to support a partner this should, in the first instance be discussed with BCA's Director.

It is important that people feel confident about passing on information as it enables BCA to give the most appropriate and best possible service to those we work with.

We ask that all volunteers in BCA sign the statement below to show that they understand the need for confidentiality and will agree to keep information confidential in the organisation and elsewhere, at all times.

I agree to uphold this commitment to confidentially both whilst I am volunteering at BCA Independent Advocacy Services and elsewhere.

.....
Volunteer Name

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Signed

.....
Date

Tel: 01874 625603
Mobile: 07974 652257
Email: bca@keme.co.uk

