



**CHIPS**

**Children's Integrated Playschemes  
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**CONFIDENTIALITY**

**TO BE READ AND SIGNED BY ALL STAFF AND VOLUNTEERS**

**Two copies of this statement enclosed one to be signed and returned.**

All persons engaged by CHIPS, including volunteers, must be aware of the confidentiality of information gained by them during the course of their duties. This in many cases includes access to personal information relating to clients. It is expected that they understand the importance of treating all information in a discreet and confidential manner and particular attention is drawn to the following:

1. Written records, including computerised information and correspondence must be kept securely at all times when not being used by an authorised person.
2. Information regarding clients must not be disclosed either orally or in writing to unauthorised persons at any time. It is particularly important to ensure the authenticity of telephone enquirers.
3. Conversation relating to confidential matters affecting scheme users should not take place in situations where they may be overheard by a passer –by .i.e. in corridors, reception areas, lifts etc.
4. The same confidentiality must also be preserved in dealing with matters relating to staff.
5. Any breach of confidentiality may be regarded as serious misconduct and be the subject of action e.g. termination of engagement.

**The importance of confidentiality cannot be stressed too much. It is important that this is borne in mind at all times.**

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I have read, understood and accept the terms of the above on confidentiality.

Signed..... Dated.....