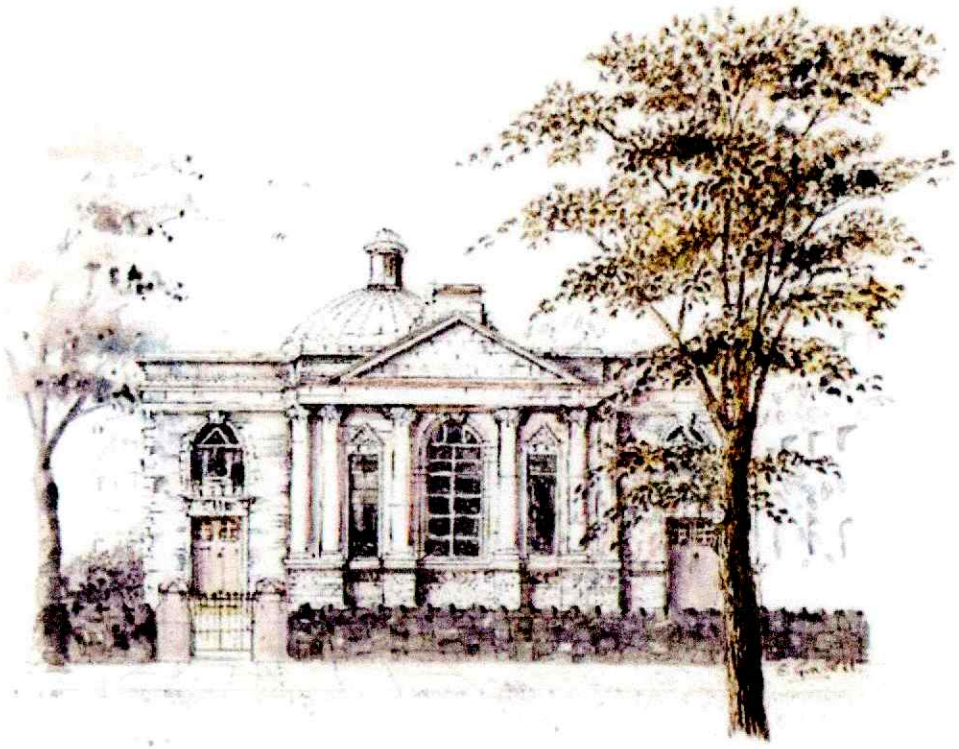
EMMANUEL CHURCH, LLANDUDNO



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CONFIDENTIALITY POLICY

Last Review Date: 24th September 2026

Next Review Date: 24th September 2027

Confidentiality Policy- Emmanuel Church Llandudno

Scope of the Policy

This confidentiality policy applies to all activities undertaken by Emmanuel Church, including any projects and services provided by the organisation. The policy encompasses all individuals involved with the church, such as church leaders, staff, volunteers, partners, attendees, participants, and anyone working with or under the church's arrangements. The policy remains in force both during and after an individual's engagement with Emmanuel Church.

Related Policies and Consequences

This document should be read in conjunction with existing policies on data protection, safeguarding, and record-keeping arrangements. Any breach of confidentiality may result in disciplinary action or, where appropriate, legal proceedings.

Legal Duty and Definition of Confidentiality

Emmanuel Church recognises its legal responsibility to protect the privacy of confidential information relating to anyone who is part of, works for, or serves in or with the church. Observing confidentiality means not sharing confidential, private, or sensitive information with anyone who does not have a legitimate right to access it.

Types of Confidential Information

Confidential information may pertain to individuals, or it may concern the church as a charity, including but not limited to financial or organisational matters.

Induction and Information Sharing

All new staff members and volunteers will have the issue of confidentiality discussed with them as part of their induction. Where it is appropriate for personal information to be shared, individuals will, wherever possible, be encouraged to share their information themselves with the relevant parties. Any disclosure of information will be strictly on a 'need to know' basis within the church's work and will not be shared with anyone outside of the organisation without the permission of the person concerned and/or a senior leader. If there is any uncertainty about whether information is confidential or if it can be disclosed, guidance must be sought from a line manager or team

leader before any action is taken.

Exceptions and Legal Overrides

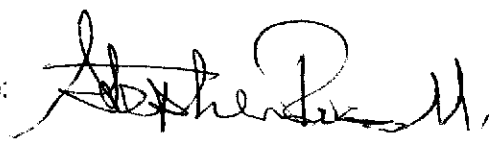
In circumstances relating to the safeguarding of children and vulnerable adults, or where legal requirements override confidentiality (such as cases involving terrorism or other criminal activities), it may not be possible to seek the knowledge or consent of the individuals involved. This is to ensure the safety of vulnerable parties or the integrity of investigations.

Security of Confidential Information

All confidential information, whether concerning individuals or the church, must be kept secure when not in use. Care should be taken to ensure that confidential records are not accessible to unauthorised persons when they are in use.

Access and Disposal of Sensitive Information

Staff and leaders may have access to sensitive personal information as required for their roles. Such access is limited to the documentation necessary for the specific work in question. When confidential materials are to be destroyed, they must be shredded prior to disposal, or, in the case of electronic records, suitably deleted. Further information regarding retention periods for records can be found in the church's record-keeping arrangements.

Signature: 

Date: 24/9/26