



# **Bright Sparks Theatre Arts Company**

## **A Community Interest Company (C.I.C.)**

### **Established 2013**

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#### **Bright Sparks Theatre Arts CIC**

#### **Confidentiality Policy**

### **1. Purpose**

Bright Sparks Theatre Arts CIC is committed to protecting the privacy, dignity and personal information of all participants, volunteers, staff, directors, carers and partner organisations.

This policy sets out how confidential information will be collected, stored, shared and protected in the course of our activities.

### **2. Scope**

This policy applies to all directors, employees, volunteers, freelancers and anyone acting on behalf of Bright Sparks Theatre Arts CIC.

### **3. Definition of Confidential Information**

Confidential information may include:

- Personal details such as names, addresses, telephone numbers and email addresses.
- Information relating to a participant's support needs.
- Medical or accessibility information disclosed to support participation.
- Emergency contact details.
- Safeguarding concerns or reports.
- Financial information.
- Information shared by partner organisations, local authorities or support providers.

### **4. Confidentiality Principles**

All representatives of Bright Sparks Theatre Arts CIC will:

- Respect the privacy of participants and their families.
- Only access information required to carry out their role.
- Keep confidential information secure at all times.
- Not discuss confidential matters in public places or with unauthorised individuals.
- Ensure information is shared only on a need-to-know basis.

### **5. Sharing Information**

Information will only be shared:

- With the individual's consent.
- Where necessary to support participation and wellbeing.
- With relevant professionals involved in supporting the individual.
- Where required by law.
- Where there is a safeguarding concern involving risk of harm to an individual or others.

Where possible, individuals will be informed before information is shared.

## **6. Safeguarding Exception**

Confidentiality cannot be guaranteed where:

- A participant is at risk of harm.
- There are concerns about abuse, neglect or exploitation.
- There is a risk to public safety.
- Information is required by law enforcement or regulatory authorities.

In such circumstances, information may be shared with appropriate agencies in accordance with safeguarding procedures.

## **7. Records and Storage**

All records containing personal information will be:

- Stored securely.
- Password protected where held electronically.
- Accessible only to authorised individuals.
- Retained only for as long as necessary.

## **8. Breaches of Confidentiality**

Any breach of confidentiality must be reported immediately to a Director.

Breaches may result in disciplinary action and, where appropriate, referral to relevant authorities.

## **9. Monitoring and Review**

This policy will be reviewed annually or sooner if legislation or organisational needs change.