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CONFIDENTIALITY POLICY

All staff must respect the privacy of the Service User and their family.

Nothing concerning the Service User must be discussed with anyone other than:

- Care Provider Manager
- Trust Representative
- Health Care Professionals
- Police

All Service User records must be carefully documented and stored in a secure place.

All requests for information about the Service User must be referred to the Trust Representative.

Staff are not to discuss Service User details and personal information with anyone other than the above mentioned.

Staff to sign a confidentiality statement on offer of employment (**Appendix 1**). This document is a digital form signed through One Plan.