

Confidentiality Policy

1. General principles

The UKBJJA recognises that colleagues (employees, volunteers, students, apprentices, trustees & others who work within our organisation) gain information about individuals and organisations during the course of their work or activities. In most cases such information will not be stated as confidential and colleagues may have to exercise common sense and discretion in identifying whether information is expected to be confidential.

This policy aims to give guidance but if in doubt, seek advice:

1. Information received by the UKBJJA, as part of the services it provides, will be considered to be information for the UKBJJA to share with colleagues and use to deliver its aims and objectives.
2. Colleagues should inform groups, organisations or individuals why they are requesting information and explain the purpose of storing and using this information. Colleagues should ask permission to keep and use this information.
3. Colleagues will not disclose to anyone, other than their appropriate manager, any information considered sensitive, personal, financial or private without the knowledge or consent of the individual, or an officer, in the case of an organisation
4. Colleagues should avoid exchanging personal information or comments (gossip) about individuals with whom they have a professional relationship.
5. Colleagues should avoid talking about organisations or individuals in social settings.
6. There may be circumstance where colleagues would want to discuss difficult situations with each other to gain a wider perspective on how to approach a problem.
7. If colleagues receive information from individuals outside the UKBJJA regarding the conduct of a colleague or group, then this should be dealt with sensitively. The appropriate colleague should tell the individual about the Complaint Procedure and advise them accordingly.
8. If employees are dissatisfied with the conduct of a colleague, and have sensitive information that could be evidenced through investigation, they should discuss it with the appropriate line manager. Any allegation, which is found to be malicious, or ill-founded, will be dealt with by the UKBJJA under the Disciplinary Procedure.
9. Where there is a legal duty on the UKBJJA disclose information, the person that is affected will be informed that disclosure has or will be made.

Why information is held

1. Most information held by the UKBJJA relates to clubs, members, employees, trustees, and volunteers for the purposes of achieving its stated objectives for the promotion of the sport of Brazilian Jiu Jitsu.
2. Information is kept to enable the UKBJJA to understand the needs of individuals or associations in order to deliver the most appropriate services.
3. Information about individuals may be kept for the purposes of monitoring equal opportunities policy and also for reporting back to funders.

Access to information

1. Information is confidential to the UKBJJA as an organisation and may be passed to colleagues to ensure the best quality service for users.
2. Where information is sensitive, i.e. it involves disputes or legal issues, it will be confidential to the employee dealing with the case and their line manager. Such information should be clearly labelled 'Confidential' and should state the names of the colleagues entitled to access the information and the name of the individual or group who may request access to the information.
3. Individuals and associations may request to see records which relate to them or their organisation. The request must be in writing to the Director / Manager/ Chief Executive giving 30 days' notice. The letter must be signed by the individual, or in the case of an organisation's records, by the Chair or Executive Officer or Manager.
4. Sensitive information as outlined in point 2 above will only be made available to the person or organisation named on the file.
5. When photocopying or working on confidential documents, colleagues must ensure they are not seen by people in passing. This also applies to information on computer screens.
6. Ensure confidential documentation is stored with adequate security.
7. Ensure confidential documentation or personal data is shredded before putting in the recycling bins.

5. Duty to disclose information

The UKBJJA has a legal duty to disclose some information including:

1. Child abuse will be reported to the Children's Services / Social Services Department.
2. Drug trafficking, money laundering, acts of terrorism or treason will be disclosed to the police.
3. In addition, colleagues believing an illegal act has taken place, or that a user is at risk of harming themselves or others, must report this to the appropriate person who will report it to the appropriate authorities.
4. The UKBJJA should inform members of this disclosure.

6. Disclosures

1. The UKBJJA complies fully with the DBS Code of practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.
2. The UKBJJA will request pre-employment DBS checks for new employees and volunteers whose posts involve contact with vulnerable children or adults, as specified by the Disclosure Guidance.
3. The UKBJJA will clearly state the need for, and level of, Disclosure on the recruitment advert.
4. Disclosure information is always kept separately from an applicant's personnel file in secure storage with access limited to those who are entitled to see it as part of their duties. It is a criminal offence to pass this information to anyone who is not entitled to receive it.
5. Documents will be kept for a year and then destroyed by secure means. Photocopies will not be kept. However, the UKBJJA may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, and the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

7. Data Protection Act

1. Information about individuals, whether on computer or on paper, falls within the scope of the Data Protection Act and must comply with the data protection principles.

These are that personal data must be:

- Obtained and processed fairly and lawfully
- Held only for specified purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept longer than necessary
- Processed in accordance with the Act
- Kept secure and protected
- Not transferred out of Europe

2. The UKBJJA will ensure that it copies with all aspects of the Data Protection Act. Please refer to the UKBJJA Data Protection Policy for detailed information.

8. Breach of confidentiality

1. Colleagues who are dissatisfied with the conduct or actions of other colleagues or the UKBJJA should raise this with their line manager using the grievance procedure, if necessary, and not discuss their dissatisfaction outside UKBJJA.

2. Colleagues accessing unauthorised files or breaching confidentiality may face disciplinary action. Ex-employees breaching confidentiality may face legal action.