

CONFIDENTIALITY AND INFORMATION GOVERNANCE POLICY

Introduction

Parish Nurses are registered nurses who are employed or appointed by a local church to lead whole person health ministry. North Blackwater Parish Nursing Ministry (NBPNM) partners with and is accredited by Parish Nursing Ministries UK (PNMUK), a charity providing training, coordination and resources to help and support good practice. Locally, North Blackwater Parish Nursing Ministry is governed by North Blackwater Parishes.

Sharing of personal information within the church comes under the Data Protection Act 2018 and General Data Protection Regulation (GDPR). Each of our parishes has a Data Privacy Notice and Data Protection Policy which we also sit under.

Sharing of information relating to the NBPNM is also governed by the Nursing and Midwifery (NMC) Code of Practice.

Policy Aims

- To encourage staff, volunteers, clients and church members to keep within the law and, in relation to NBPNM, to follow GDPR and NMC guidelines when there is a need to share personal information.
- To ensure that all information held about clients, staff and volunteers, and sensitive organisational information is only divulged at appropriate times, to those for whom access to that information will enable them to provide services and support to the individual, or where required by law.

Scope

- This policy applies to this church and any projects and services it provides. It is incumbent upon staff, volunteers, clients and church members.

Principles and Procedures

- Information will be disclosed only on a 'need to know' basis within the services of NBPNM and will not be disclosed to anyone without the permission of the individual whom it concerns.
- If it is deemed appropriate for personal information to be shared, wherever possible the person whose information it is will be encouraged to share it with relevant people.
- Where there is a grievance between individuals this should be resolved, wherever possible, between those individuals.
- If you are unsure about whether information is confidential you must treat it as confidential.
- All confidential information about the organisation, volunteers, participants and church members will be kept secure when not in use and care must be taken when records are in use that they are not accessible to unauthorised persons.
- Administrative and secretarial staff may have access to sensitive personal information for purposes in order to undertake their role. Access will be limited to documentation required to undertake the work in question and will only be done in agreement with the individual concerned.
- If telephone requests for information about individuals or church business are received, that information will not be supplied.
- When confidential material is to be destroyed it must be shredded before disposal.
- The provisions of this policy apply to all volunteers, participants of NBPM during and after their membership or work with NBPN.
- Where information is inappropriately shared, redress will be effected through the complaints, disciplinary and grievance procedures.
- We will comply with all the requirements of the Data Protection Act 2018 with regard to the personal data we hold and how that data is used or disclosed.