

Community Sponsorship Scheme

Confidentiality Policy

Refugee families entrust us with highly sensitive personal data and information about them, their background, health, education and employment history, current situation and resettlement needs.

Families have a right to expect that all those supporting them will treat such information in the strictest confidence.

We need to take particular care to ensure information about family members does not become the subject of informal discussion or idle gossip, whether at home, in the workplace or elsewhere. Discussions that are not held in private can easily be overheard.

In the event of an emergency or other safeguarding concern, involving harm or risk of harm to a family member, relevant information can be shared with emergency, healthcare or social services without the need for prior consent from the family member or, if a child, their parent/legal guardian.

In all other circumstances, please only share or discuss personal information about a family member either with other members of your group or with designated **<Name of Lead Sponsor>** staff, on a need-to-know basis.

Where external agencies may request personal data and other information, for example in order to provide the family with a service or support, the family must have this request explained clearly and be invited to give their fully informed prior consent.

Signed Declaration

I confirm that I have read and understood this Confidentiality Policy and I agree to adhere to it at all times.

Name of Volunteer	
Community Sponsorship Group	

Signed: _____ Date: _____