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Document reviewed and accepted by Committee of Harlequin Bowmen		

Confidentiality Policy

Confidentiality must be maintained for all those concerned. Receipt of information should be handled and circulated on a 'need to know' basis and should be limited, where practicable, to:

- Person making the allegation
- Person on receipt of information (this should be the Safeguarding Officer)
- Nominated club's committee official identified by the Safeguarding Officer
- Parents of the effected person
- Parents of the alleged abuser (if it is a child)

It is imperative that information is securely stored with limited access to nominated persons and is compliant with GDPR (2018).