

	<h2>Confidentiality Policy</h2>	HBCPP07 Version 4 Dec 2022 Page 1 of 1
<b>Document reviewed and accepted by Committee of Harlequin Bowmen</b>		

## 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).