

Confidentiality Policy

Taylorshouse's Confidentiality Policy is in place to ensure the safety of all clients accessing the services offered by Taylorshouse.

Confidentiality commitment

Taylorshouse will endeavor to ensure:

- The privacy, dignity and rights of our clients will be respected, protected and supported at all times
- All client information will be held legally and ethically confidentially
- Compliance with confidentiality best practice and the law

Confidentiality procedure

Taylorshouse will ensure confidentiality by:

- Not disclosing client information to a third party without prior consent.
- Enabling client access to their records on request.
- All client data is controlled at all times. Any portable records are stored in a secure designated place when not directly supervised
- Taylorshouse employees conduct themselves professionally at all times.
- Ensuring adherence to this policy and procedures by all employees of Taylorshouse when information sharing. Failure may result in disciplinary proceedings
- Operating in accordance to current relevant legislation; The Data Protection Act 1998, The Human Rights Act 1998, common law and employment law

Confidentiality Appeals Procedures

In the event of a Confidentiality concern, the Taylorshouse Client representative must be informed and the most appropriate action will be taken. If this course of action is deemed inappropriate by the client, they can make a complaint under the Taylorshouse complaints procedure.

(print name) James Taylor

(signature)



(position) Director

(date)

11th June 2010