

Confidentiality

The storing and processing of personal information is governed by the [General Data Protection Regulations 2017 \(GDPR\) and Data Protection Act 2018](#). Forces should provide clear advice to all leaders about their responsibilities under this legislation so that, when considering sharing confidential information, those principles should apply.

Leaders may have access to special category (information which cannot be gathered without explicit consent and might include criminal data, medical information) personal data about cadets and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the young person. Records should only be shared with those who have a legitimate professional need to see them.

Leaders should never use confidential or personal information about a cadet or their family for their own, or others advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the cadet. Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the cadet's identity does not need to be disclosed the information should be used anonymously.

When does confidentiality not apply?

There are some circumstances in which a leader may be expected to share information about a cadet, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, but only to those with designated safeguarding responsibilities or to statutory services.

If a child, or their parents/carers, makes a disclosure regarding abuse or neglect, that member of staff should follow the [child protection process](#) detailed in the safeguarding policy. The leader should not promise confidentiality to a child or parent but should give reassurance that the information will be treated sensitively.

If a leader is in any doubt about whether to share information or keep it confidential, they should seek guidance from the unit Designated Safeguarding Lead, your force Designated Safeguarding Lead for Cadets or the [National Safeguarding Manager](#).