

**ND SEND Specialists Ltd.****Confidentiality Policy**

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## ND SEND Specialists Ltd. Confidentiality Policy

### 1. Introduction

ND SEND Specialists Ltd. is committed to protecting the confidentiality of all individuals we work with, including children, young people, families, and professionals. This policy ensures compliance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

### 2. Principles of Confidentiality

- All personal and sensitive information must be handled with care and stored securely.
- Information is only shared on a need-to-know basis and in accordance with legal requirements.
- Service users have the right to know what information is held about them and how it is used.

### 3. Information Sharing

Confidentiality may be breached only when:

- There is a safeguarding concern (following the **Safeguarding Policy**).
- It is required by law or court order.
- The individual gives explicit consent to share their information.
- Non-disclosure would pose a risk to health, safety, or well-being.

### 4. Storage and Handling of Confidential Information

- Personal data will be stored securely and only accessed by authorised personnel.
- Information will not be disclosed to third parties without valid justification.
- Electronic records must be password-protected, and paper records kept in locked storage.