



Privacy and Confidentiality Policy

Our Privacy and Confidentiality Vision:

“He taonga nui te tupato”

“Discretion is an important asset”

We believe that:

- ❖ Everyone has a right to privacy and to be treated with respect.
- ❖ Everyone has a right to choose whether to disclose personal information.
- ❖ We have the responsibility to protect all personal information

To achieve this we will:

- ❖ Only collect personal information for a lawful purpose that is connected with, and necessary for, the function or activity of Cholmondeley and the services it provides.
- ❖ We will take all reasonable steps to prevent loss, alteration or unauthorised access to personal information
- ❖ Provide access to any personal information held on any individual to that individual and, if necessary, have information corrected.
- ❖ Provide information on why we need the information and how it will be used.
- ❖ Not release information unless given consent by the person concerned or, when necessary, for the prevention of harm to the person or others.
- ❖ Have an expectation that all those associated with Cholmondeley Children’s Centre are committed to the principles of this policy.