

CONFIDENTIALITY POLICY

Camden Mental Health Consortium and its members will abide by the following policy in order to safeguard the confidentiality of its members and partner organisations.

Information entrusted to any representative, agent or volunteer shall be kept within the organisation and will not be passed to any person, outside agencies or another department without the agreement of the individual or organisation concerned, except as provided below.

Camden Mental Health Consortium will ensure that its members are aware of their obligations to protect personal and organisational information under this policy.

Exceptions

There may be circumstances in which members of Camden Mental Health Consortium feel that it is necessary to breach confidentiality in the interests of health and/or safety of the individual concerned or some other person. No such breach should occur without raising the issue with the individual or organisation concerned.

Access to Files

Members may have access to any personal information written on behalf of or kept by the organisation. Members are requested to give notice before they come to read their files. It will not be possible for files to leave the office. It should be noted that Project staff would not be able to provide access to some information from third parties.

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