

CONFIDENTIALITY STATEMENT and AGREEMENT

Confidentiality for individual participants, the groups we work with, artists, volunteers, staff members, Trustees and the company itself is of the utmost importance to Cartwheel Arts (CWA).

CWA complies with

- The 2018 EU General Data Protection Regulations 2016
- Data Protection Act 2018
- Privacy and Electronic Communications Regulations 2003

Participants, volunteers, individuals and/or groups may on some occasions reveal confidential information about themselves. This may be anything from their telephone number to their personal details – perhaps their private life and home circumstances. This information could be given verbally in conversation or in writing.

When someone gives us confidential information, they need to be sure that CWA Arts and its agents will not pass this information on to anyone else without their permission. It is extremely important for the work and success of CWA that people feel confident about giving us relevant information, which in turn enables us to provide the most appropriate activities. The only exception to this rule is if you believe the person to be at risk of harm, or a danger to themselves or others. These are matters which you should draw to the attention of the CWA staff member to whom you report.

For these reasons we ask any person contracted by CWA's in any capacity which role entitle them to access any sensitive, private and personal information (staff, Trustees, Freelanceers, Volunteers, etc.) to sign the statement below, demonstrating their understanding of the need for confidentiality and agreeing to keep information confidential within CWA Arts.

By signing this document you agree to comply with CWA's Confidentiality Policy and Information Governance policy and protocols.

Any artist contracted to CWA Arts agrees that their business contact details only may be given to third parties interested in offering work to the artist, unless specifically stated otherwise on their contract.

Confidentiality Statement

I recognise that during my time working or volunteering for CWA I may learn information about individuals and CWA that is confidential, and must not be disclosed to anyone outside the organisation without the permission of the person concerned.

I undertake not to disclose any such confidential information, including any personal information about individuals, to any third party during or after my period working or volunteering with CWA.

I understand that breaching confidentiality may be classed as gross misconduct and may lead to summary dismissal.

Signed (staff member / volunteer/ artist)

Name Date

Signed on behalf of Cartwheel Arts

Name Date