

KENT SHARED LIVES

Policies & Procedures

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(9) Confidentiality

It is the policy of Kent Shared Lives to ensure that its handling and exchange/disclosure of personal information is made within the law and maintains the individual's confidentiality and is in their best interests.

1. Shared Lives workers and Shared Lives hosts will ensure that all individual placement records, whether written, verbal or electronic, are accurate, kept securely and are confidential.
2. Shared Lives will provide Shared Lives hosts with the information, advice and training that they need to equip them with an understanding of the need for confidentiality and methods of maintaining confidentiality in their work as Shared Lives hosts.
3. Shared Lives will make its policy on confidentiality available in a range of accessible formats, upon request and will provide support to Shared Lives hosts to enable people placed with them to understand the policy.
4. Access to individual placement records will only be given to other members of staff and/or appropriate professionals involved in the placement on a 'need to know' basis and in the interests and welfare of the individual.
5. Shared Lives will make all efforts to obtain the consent of the individual to any sharing of information about themselves with the Shared Lives host.
6. Shared Lives workers and Shared Lives hosts will only share personal information about the adult with those directly involved with the placement, unless:
 - It has been agreed at a placement review and with the consent of the individual and/or his/her advocate that it would be beneficial for personal information to be shared with another individual
 - The Shared Lives host, Shared Lives worker or other person involved in the placement has reason to believe that the adult has been subject to harm/abuse or may be at risk of harm/abuse.
7. Shared Lives workers will ensure that all individual Shared Lives host records, whether written, verbal or electronic, are accurate, kept securely and are confidential.
8. In respecting and preserving the confidentiality of the Shared Lives hosts, Shared Lives workers will obtain the Shared Lives hosts permission before sharing personal information relating to the Shared Lives host with a third party except where the Shared Lives policy on safeguarding and prevention of abuse overrides this.

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9. Shared Lives workers and Shared Lives hosts may only breach this code of confidentiality in the exceptional circumstances, where they have identified a potential risk or harm to the individual and/or others or to prevent an offence being committed. In this event, the worker or Shared Lives host will inform the individual and /or his/her advocate involved of the need to breach their confidentiality and the reasons for doing so.
10. Breach of this code of confidentiality for reasons other than exceptional circumstances is a disciplinary offence for staff and will count as a breach of the host agreement for Shared Lives hosts.
11. Concerns and/or complaints from anyone involved in the placement regarding a breach of confidentiality will be acted upon in accordance with Shared Lives concerns and complaints procedure.
12. Email exchange between Shared Lives staff and Hosts will be via a secure email. A guide to setting up secure email will be provided to all new and existing host to ensure they comply with confidentiality and the data protections regulations (GDPR).
13. Shared Lives and KCC will hold a privacy statement that is available to everyone. This will be received at least annually.

Information:

www.kent.gov.uk/about-the-council/about-the-website/privacy-statement
[Kent Shared Lives Privacy notice](#)
[Adult Social Care Privacy notices](#)