

**All policies at  
The Haven are  
approved by our  
Haven Community  
Advisory Group.**

**You can obtain  
a copy of our  
Confidentiality  
Policy on request.**

## **The Haven Project**

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**Confidentiality**

**At**

**The Haven**

**Project**



At The Haven, we believe that everyone has the right to have their personal history and details respected.

Information about you belongs to you.

For this reason we ask all clients who attend our groups to respect the information they hear from fellow clients within those groups.

Information disclosed at a group stays within that group and should be treated confidentially.

With certain exceptions, if you choose to tell Haven workers details about yourself, we will not:

- tell anyone else without your express permission, or
- write anything about you in your notes which is kept secret from you.

The exceptions are that, in circumstances where there is a risk of significant harm to you or other people or where serious criminal acts are involved, The Haven will consider sharing information about you with a relevant person outside the organisation.

Information about an individual that is shared with a member of staff or volunteer is confidential to The Haven as an organisation.

The decision to tell anyone about shared information will only be made by a senior member of staff after careful consideration of the circumstances and in accordance with our Confidentiality Policy.

All people who work at The Haven whether paid or unpaid, are bound by its Confidentiality Policy.