



Classified and Confidential

STATEMENT OF CONFIDENTIALITY

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|----------------------------------|--------------------------|
| Name of Adult(s) at Risk: | Service Provider: |
| Date/Time: | Venue: |

The contents of this meeting are strictly confidential

Information shared in this meeting is being provided on a strictly "NEED TO KNOW" basis and in accordance with the **NORTHUMBERLAND SAFEGUARDING ADULTS BOARD MULTI-AGENCY INFORMATION SHARING POLICY**

As a participant you need to ensure the proper control and storage of information relating to this meeting and by signing the confidentiality statement you agree to do everything possible to

- Make accidental compromise or damage unlikely during handling, use, processing, transmission or transport and storage
- Deter deliberate compromise or opportunist theft of data
- Dispose of or destroy in a manner that makes reconstruction unlikely
- Ensure electronic storage of data will only be accessible by restricted and appropriate personnel
- Ensure that all discussions and decisions of the meeting take account of Article 8.2 European Court of Human Rights, with particular reference to
 - a) Public safety
 - b) The prevention of crime and disorder
 - c) The protection of health and morals



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- d) The protection of the rights and freedom of others
- All documentation will be marked RESTRICTED and should be kept in the RESTRICTED or CONFIDENTIAL section of agency files.

These minutes should not be photocopied or the contents shared outside of the meeting without prior discussion with the Chair. If further disclosure within agencies is felt essential, permission should be sought from the Chair of the meeting and a decision will be made as to what information can be shared (in accordance with the Multi-agency Information Sharing Protocol).

Family members/informal carers are asked to commit to the confidentiality statement in order to work with us to protect the interests of the alleged victim, to record their attendance and to ensure that we have correct contact information.

| Name | Designation | Organisation | Telephone & Fax No. | Email & Address | Signature |
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