



Reading Information Advice
and Support Service for SEND

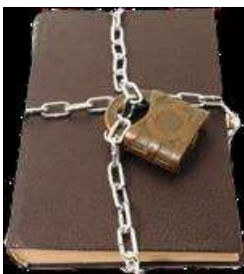
Children and Young People

CONFIDENTIALITY POLICY

Keeping What You Say Private

Confidential means keeping something you are told **private** and **not telling other people**.

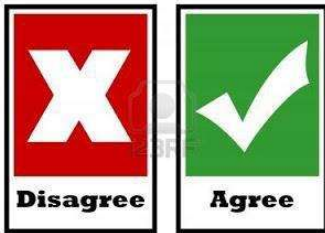
What can you expect from us?



What you talk to us about will be kept **private**. We will **not** tell other people what you have said.



Sometimes it may be helpful to talk to other people about what you tell us, like your parents, carer or support worker, teachers or doctors.



We will always ask you if it is ok before we talk to anyone. You can say **yes** or **no**.

There are a few times when we will **have to tell someone what you have said:**



We might tell our **managers** so they can check our work and make sure that we are doing a good job.

We will make notes on our computers so that we can remember what we have talked about.

Only people in Reading IASS will be able to see these notes. You have the right to see those notes and to ask us to remove all your details from these notes.



We will also have to tell someone if we think that someone is being hurt or might be hurt, so that we can make sure that everybody is safe, or if the law says that we have to share information.

We will talk to you first if this happens.

