

Addingham Angling Association Confidentiality and Record Keeping

Confidentiality

We expect all Club members to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR).

Record Keeping

A written record will be kept by the Welfare Officer about concerns regarding anyone with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made. All records must be signed and dated.

All records must be securely and confidentially stored in line with GDPR. This information may be shared with statutory authorities (including Police and Social Services) by the Welfare Officer in consultation with Club officers as appropriate.