

PRIVACY AND CONFIDENTIALITY SAFEGUARDING CHECKLIST

- Consult the legal area of your department and ensure you are aware of your obligations in relation to privacy and confidentiality. This may include undertaking a privacy impact assessment and developing a privacy statement to inform young people how their information will be collected, used and shared.
- During engagement activities (e.g. focus groups with young people), facilitators should stress at the start and end that the group is a private environment, and anything discussed should not be shared outside of the group. Facilitators should remind participants that confidentiality cannot always be guaranteed in group settings and remind them not to share anything they don't feel comfortable with.
- Data resulting from consultations (e.g. surveys, workshops, focus groups) should be deidentified to protect participants' privacy (i.e. names removed and replaced with pseudonyms or unique identifiers).
- Any notes taken by facilitators during consultations should not include the names of participants. Where reference to a young person is required, facilitators should note a pseudonym or age and gender.
- Unless you have explicit consent, if videos/images of young people are collected and shared, these should not disclose any identifying features or personal information. Consent to have their image taken, used and shared from young people is required.
- When engaging online, password protect meeting invitations and online whiteboard or collaboration tools.
- Ask online participants to find a private room or use headphones and that they can use an image background to increase their privacy.
- Securely store any data, personal or sensitive information from young people in password protected files and delete them once they are no longer needed in accordance with the Archives Act 1983.
- Communicate your Privacy Policy to young people and parents/carers. Check with your agency where this can be found.