

tool 29 Confidentiality

Checklist

- Information is only collected and shared with the informed consent of the child or a parent/guardian (incl. photos and videos).
- Records of cases of violations are kept in a secure location.
- Reports are made anonymous and identities of victims are shared only with persons who need to know them.
- An internal data protection protocol is in place clarifying who collects information, how it should be recorded (standardized codes), who can have access to it and in what format, security of files (paper and electronic) and a contingency plan to protect and safeguard files in the event of an emergency.
- All relevant staff is adequately trained to handle confidential information.
- Respect for confidentiality is included in relevant organizational documents (policies, codes of conduct).

related tools

-  [tool 45 – Factsheet 'Information management'](#)
-  [tool 46 – Group exercise 'Confidentiality and information management'](#)