

tool 46 Confidentiality and Information Management

Group exercise

Write each of the following actions on a Post-it and distribute the Post-its to participants (omit the colored boxes). On a wall or white board, make two sections 'Risk/breach of confidentiality' and 'respect for confidentiality'. Ask participants to read their Post-it and place it in what they think is the right section. Discuss any incorrect classifications or hesitations (gray boxes are risks/breaches). Refer to the Checklist 'Confidentiality' for guidance during the discussion.

Hard-copy case files are stored in a locked cabinet

Electronic case files are password-protected

You password-protect electronic files and store them on a USB stick that you keep in the office safe

You discuss a case of violation with your brother who works as an accountant for the UN

You always obtain informed consent from the child/parent/guardian before interviewing

When you report cases to the MRM focal point, you ask for a meeting and take all relevant files with you on a USB stick

You discuss details of cases of violations at a child protection working group meeting

You filled out several incident report forms today and left them on your desk at the office

You include photos of child victims of violations in your donor reports

You tell a girl's uncle, who is also a community leader, that she was raped by a soldier

You avoid sending confidential files via email, but when you do, you make sure all files are password-protected

You discuss a case of violation with your colleague in the car. The car is driven by the office driver

You are interviewing a child victim of a violation in an open area at the office

You post the photo of a child victim of violation on your organization's website

You ask a colleague from another program to take incident reports to the office and give them to your boss so he can store them safely

You use codes instead of victims' names when you transcribe case information to a database