



AIDS CARE EDUCATION AND TRAINING JERSEY

CONFIDENTIALITY STATEMENT

ACET provides a confidential service to all people living with HIV.

In practice this means that:

- People living with HIV are encouraged to disclose information about their support needs secure in the knowledge that this information will be handled confidentially and, where possible, appropriate support will be provided.
- We will not disclose anything about the nature or content of your contact with ACET to anyone outside the organisation without your consent. However, where there is risk of harm or danger to you or another, we are required to do so by law.
- If we contact other agencies or anyone else on your behalf we will only do so with your consent.
- When a third party (for example, a health professional or social worker) has referred you to ACET we will not disclose further information to that person without your knowledge and consent.
- It is the practice of ACET to deal with all enquiries directly with the person concerned in the first instance. Where there are valid reasons for discussions to take place with other people (for example doctors or social workers), these may only take place with your explicit consent.
- ACET will not respond to requests from family members, friends or employers for information about you unless you ask us to do so. We will not even disclose that you have made contact with us.
- ACET Support Workers will keep relatively brief notes of their work with you. We can make arrangements for you to read these notes should you wish to do so.
- We will keep all your records confidential to ACET and will not allow anyone outside ACET to access any records without your explicit consent except in the rare event that we are required to do so by law.
- ACET will process all personal and sensitive data in accordance with the Data Protection (Jersey) Law 2005. You have a right of access your own record and the information we hold under Data Protection (Jersey) Law 2005.
- ACET will take all reasonable steps to safeguard the security of any information we hold about you in written or electronic format.

- ACET is required by Health and Social Services to produce statistical information about our Support Services. We therefore record this information in a database. All data forwarded to anyone outside ACET is anonymous, in order to preserve each individual's confidentiality.
- ACET will not keep any written and electronic records about you for longer than is necessary for us to provide the services you request.
- If you are likely to be involved in a court case you should inform your Support Worker at the earliest opportunity, as courts can occasionally subpoena case notes.

I understand and accept ACET's confidentiality statement.

Signed..... Print name.....

Date.....