



## Confidentiality Statement

All staff working with service users of HMPPS and others have agreed boundaries of confidentiality.

The information shared in the Women's Estate Case Support and Advice Panel (WECASP) Board meetings about individuals held in the women's custodial estate respects those boundaries of confidentiality and is shared under an understanding that:

1. Individuals referred into the WECASP, either those who have been categorised as Restricted Status (RS) or those with complex needs must be made aware, where necessary, that information about them may be recorded, may be shared in order to provide them with the support they need and may be used to support staff/agencies in the provision of services in managing their pathway needs.
2. All minutes and reports may be exempted under the Freedom of Information Act 2000 under one or more of the following exemptions:
  - a. Law enforcement (s.31)
  - b. Health and safety (S.38)
  - c. Personal information (S.40)
  - d. Information provided in confidence (S.41)
3. The discussions and decisions of the meeting may involve an interference with the individual's Article 8 ECHR rights, right to respect for private and family life. Such an interference must be justified on one of the following grounds in Article 8.2 ECHR and be necessary and proportionate for the relevant ground, with particular reference to:
  - a. Public safety
  - b. The prevention of crime and disorder
  - c. The protection of health and morals
  - d. The protection of the rights and freedom of others

Any other grounds under Article 8.2 ECHR that may apply will depend on the circumstances of the individual.

All documentation will be marked OFFICIAL: SENSITIVE

**Agenda items and minutes of the WECASP Board meeting should not be photocopied or the contents shared outside of the meeting without the prior agreement of the Chair. Any information shared, including emails, should be marked OFFICIAL – SENSITIVE.**

## Diversity Statement

The work of the WECASP is committed to equal access to services for all groups, including all 9 protected characteristics (age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation), and to ensuring that policies and procedures do not draw on stereotypical assumptions about groups or contain any elements that will be discriminatory in outcome. In undertaking its work, the stakeholders and agencies involved in the WECASP will be sensitive and responsive to people's differences and needs and will integrate that understanding into the delivery of its purpose in order to ensure that nobody is disadvantaged as a result of their belonging to a specific social group.



**Signed Confidentiality Statement**

I can confirm that I have read the above 'Confidentiality Statement' and 'Diversity Statement'.

I understand that it is my responsibility to properly handle any confidential information, I will hold all such information in the strictest of confidence and I will not use, copy or disclose such information to any other individual beyond the case remit.

Before disclosing the minutes of the WECASP to other parties within the prison estate / agencies I understand that permission must be sought from the Chair of the WECASP Board, stating the purpose of the disclosure, whether it is a statutory requirement and whether it is needed to support the provision of pathway servicers or a support a broader purpose.

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Name

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Role

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Organisation

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Signature

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Date