

CEL CIS Permanence and Care Team (PaCT) Confidentiality Agreement

The intention of this agreement is to assure commissioning organisations, their staff and other key stakeholders that all information provided - be that in relation to the organisation, its practice, staff, and service users - will be handled in a sensitive and respectful manner by all members of the PaCT. The PaCT is aware that, while working on behalf of and in partnership with commissioning organisations, some of the information and data accessed during the course of its work is of a confidential nature. Thus, the PaCT will maintain the confidentiality of this information and data disclosed for the purpose of the work being carried out in accordance with Local Authority's own data protection procedures. Additionally, the PaCT agrees to comply with all applicable requirements under the Data Protection Act 1998 including, but not limited to, processing of Personal Data in accordance with the Act.

There might be instances where the information accessed will raise concerns which have to be brought to the attention of external agencies, such as the Care Inspectorate and Scottish Social Services Council. Any such concerns will be raised immediately with the PaCT's manager who will then decide how to best proceed in consultation with the CEL CIS Director and the commissioning organisation manager. If these concerns are with regards child or adult protection issues we will respond according to local and national guidance.

In some instances, the PaCT may also ask the commissioning organisation for their consent to make information about their practice available to others for the purpose of, amongst other things, training and/or sharing of good practice.

The PaCT will have its work evaluated periodically. The aim of these evaluations is to assess the impact of the work carried out by the PaCT in order to inform future developments. With your consent, and following your approval, information collected during the work carried out may/will be used to inform these evaluations. All personal information collected for the purpose of the work being carried out by the PaCT at (local authority/org), research and/or evaluation will be held in accordance with the Data Protection Act 1998.

The PaCT and commissioning organisations also agree to co-operate to:

- 1) Identify needs of the organisation and PaCT capabilities to address these needs
- 2) Establish a working relationship between the PaCT and commissioning organisations targeted at their specific needs
- 3) Determine and agree on the details of a Project Action Plan which will include, amongst other things, information on the aims and objectives of the project, statement of work, timetables, outcomes and resources requirements if needed.
- 4) Periodically joint review any agreement(s) and Project Action Plan(s) at dates to be agreed at the start of the project.



Centre for excellence
for looked after children in Scotland

Signed for and on behalf of
(Commissioning Organisation)

On.....2013

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Signed

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Name
(print in full)

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Position

Contact details.....
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Signed for and on behalf of PaCT

On.....2013

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Signed

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Name
(print in full)

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Position

Contact details.....
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