



## The AFF Confidentiality Policy

The **Army Families Federation** offers confidential help and assistance to members of Army families. In practice this means:

- None of your personal details will be disclosed to a third party (or another member of AFF staff) without your permission
- Your personal details will be kept in accordance with the Data Protection Act guidelines and only used to help AFF staff offer you assistance with your enquiry
- Your personal details will not be kept after you cease to need assistance from AFF  
All AFF staff must follow the **AFF's Confidentiality Policy** and must be made aware of any changes to the policy
- Any breaches of confidentiality are treated as serious and are addressed as disciplinary matters in the AFF Staff Handbook
- AFF will only consider breaching confidentiality only in the following circumstances:
  - When there is a serious risk of harm to an individual, such as a threatened suicide
  - To protect others: for example where child protection is an issue
  - To prevent a serious criminal act, especially where others might be endangered.

If you are unhappy about the confidentiality of the AFF you can contact the Chairman of the Army Families Federation on 01980 615525 who will be able to assist you.

**A copy of the AFF Confidentiality Policy may be obtained from any member of AFF staff.**

The Army Families Federation is registered with the Data Protection Agency.

Julie McCarthy  
Chief Executive  
Army Families Federation      Sept 2007