



SSAB Complex Adult Risk Management (CARM) meeting **Confidentiality Statement**

This statement should be read out or shared with attendees prior to, or at the start of the CARM meeting.

Purpose of CARM Meetings

The purpose of the CARM meeting is for agencies to share and discuss information which:

- is pertinent to undertaking a CARM risk assessment
- identifies serious risk of harm and its imminence
- requires specific action to support the vulnerable adult and minimise risk

The information discussed may include Personal Identifiable Data (PID).

All agencies are required to have in place and adhere to policies and procedures in relation to Information Governance. This confidentiality statement does not seek to replace those.

When working with adults during the CARM process, the information discussed and recorded in the CARM meeting is shared in the overriding safeguarding interest of the individual and public safety, and, on the understanding that:

1. The CARM criteria are met.
2. The minutes are closed under the Freedom of Information Act 2000 for one or more of the following reasons: investigations and proceedings by Public Authorities; health and safety; personal information; information provided in confidence.
3. The discussions and decisions take account of Article 8.2 European Convention of Human Rights, with particular reference to: public safety and protection of health; the prevention of crime and disorder; the protection of the rights and freedom of others.

Attendees are reminded of their statutory safeguarding responsibilities/obligations: any immediate risks identified during the CARM meeting that need to be escalated as a safeguarding concern or crime, should be done so without delay.

All CARM documentation containing PID will be marked RESTRICTED and CARM minutes must be kept securely in accordance with their RESTRICTED status.

The CARM minutes must not be photocopied or the contents shared outside the meeting.

Requests to share information outside the CARM meeting must be submitted to the CARM Chair who will seek advice where necessary from the DPA/safeguarding specialist within their organisation, and make a decision to share information based on: the purpose, consent,

proportionality, necessity, 'need to know', public safety/interest. The information request and action taken must be recorded within the CARM documentation.

It is important for the CARM chair to note that individuals have the right under The Data Protection Act 2018 (GDPR) to be told whether an agency holds any PID (records) about them and a right to receive a copy of that information. This is commonly referred to as Subject Access Request. Individuals can make a Subject Access Request verbally or in writing. If a Subject Access Request is made to an agency, they are legally obliged to respond and provide the information within a month of receipt of the request.

Diversity Statement

The work of the SSAB is committed to:

- Equal access to services for all groups, particularly in relation to race, gender, identity, age, religious belief, sexual orientation and disability, and
- 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 agencies involved in the CARM meeting will be sensitive and responsive to peoples' differences and needs; Agencies will integrate that understanding into the delivery of the CARM process to ensure nobody is disadvantaged