



CONFIDENTIALITY STATEMENT

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 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 Chief Executive of the Army Families Federation on 01264 382324.

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.

A handwritten signature in black ink, appearing to read 'S Baade', with a small dot to the right.

Sara Baade
Chief Executive
Army Families Federation