



Cafcass National Office  
3rd Floor  
21 Bloomsbury Street  
London  
WC1B 3HF

Your ref: CAF 15-45  
Our ref: Gov/CAF 15-45

Tel 0300 456 4000

2<sup>nd</sup> April 2015

## Re: Freedom of Information Request

Thank you for your email of 17<sup>th</sup> March 2015. You made the following requests for information:

Please can you send me copies of your

- Confidentiality Policy
- Data Protection Policy  
and
- Disclosure Policy's and procedures

Please see below for our response.

Cafcass has policies and a framework document which cover issues of data protection, confidentiality and disclosure of information. All of our policies can be seen on our [website Policies page](#). For specific policies, please see:

- [Information Assurance Policy](#)
- [Operating Framework](#) (section 8.7 *Sharing case records*; section 8.8 *Information Assurance*)
- [Reporting to Court Policy](#) (section 6 *Sharing a copy of the report with parties*)
- [Case Recording and Retention Policy](#) (section 5 *Shielding Cases*)

Cafcass complies with the Data Protection Act 1998 and also with the Family Procedure Rules 2010 with regards to data sharing required by our court-appointed role. Furthermore, all practitioners are qualified social workers registered with the Health and Care Professions Council and are required to comply with their [Standards of Conduct, Performance and Ethics](#) (see pages 8-9 for reference to confidentiality and data protection requirements).

Baroness Tyler of Enfield Chair  
Anthony Douglas CBE Chief Executive





We hope that you feel your question has been answered effectively. If you are unhappy with the decisions made in relation to your request, you may ask for an internal review to be undertaken. If you are dissatisfied with the way the internal review is handled or with the final decision made at that review about the information released, you are free to contact the Information Commissioner's office ([www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)):

**Post**

Information Commissioner's Office  
Wycliffe House, Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF

**Fax**

01625 524 510

**Tel**

0303 123 1113

**E-mail**

[casework@ico.org.uk](mailto:casework@ico.org.uk)

Yours sincerely,

Governance Team

Cafcass

[Governance@cafcass.gsi.gov.uk](mailto:Governance@cafcass.gsi.gov.uk)

Baroness Tyler of Enfield Chair  
Anthony Douglas CBE Chief Executive



Cafcass, the Children and Family Court Advisory and Support Service, is a non-departmental body of the Ministry of Justice  
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