



Keeping information safe - key tips for AST members

Information relating to the Children's Hearings System is confidential and must not be disclosed to anyone outside of the System. To ensure that this information is kept safe at all times, AST members must follow the guidelines below:

- ✓ keep confidential and personal information out of sight and in a safe place at home
- ✓ always keep up to date with new IG policies and by completing the regular Information Governance training
- ✓ hand confidential paper waste to the Clerk for disposal or use a cross-cut shredder
- ✓ inform CHS' IG team immediately at information@chs.gsi.gov.uk if you think that information has been lost, stolen or disclosed to someone who is not authorised to have it
- ✓ always use your secure CHIRP email account when sending emails relating to the Hearings System, never use personal email accounts
- ✓ when sending emails, double check that you have the correct recipient(s)
- ✓ always try to remove any confidential or sensitive information from an email wherever possible (e.g. remove a child's name from information about a complaint)
- ✓ ensure all personal devices used to access CHS IT systems are protected with a strong PIN/password

- ✗ do not comment on any cases/hearings or share any information relating to the System on social media (e.g. Facebook, Twitter, Linked In)
- ✗ do not access confidential or personal information in public places
- ✗ do not leave personal or confidential information unattended at any time
- ✗ do not use or share personal details of AST and panel members without their knowledge
- ✗ do not share your password details with anyone
- ✗ do not store any personal or confidential information on removable devices
- ✗ Do not keep any personal or confidential information for any longer than necessary
- ✗ if attending a hearing, do not discuss the case details with anyone outside of the hearing
- ✗ do not pass any CHS provided equipment onto anyone else for use