**Survivor Confidentiality Policy:**

[Shelter Name], Kenya

**1. Purpose**

This policy aims to protect the privacy, safety, and dignity of survivors of gender-based violence, ensuring their personal information remains strictly confidential and secure.

**2. Legal Framework**

* Complies with Kenyan Data Protection Act (2019)
* Aligns with international human rights standards
* Protects survivors' rights to privacy and protection

**3. Scope of Confidentiality**

**3.1 Personal Information Protection**

* All identifying details are strictly confidential
* Information includes: name, contact details, location, family information, incident details
* No information shared without explicit, informed consent

**3.2 Confidential Communication Channels**

* Secure, private communication methods
* Coded file systems
* Restricted access to physical and digital records
* Encrypted digital storage

**4. Information Handling Protocols**

**4.1 Staff Responsibilities**

* Mandatory confidentiality training
* Signed confidentiality agreements
* Limited access to survivor information
* Immediate reporting of potential confidentiality breaches

**4.2 Information Access Hierarchy**

* Minimum necessary information principle
* Role-based access controls
* Documentation of all information access

**5. Consent Management**

**5.1 Informed Consent Process**

* Clear, voluntary consent procedures
* Explanation of information use
* Right to withdraw consent
* Age-appropriate consent mechanisms

**5.2 Exceptions to Confidentiality**

Limited disclosure permitted only in cases of:

* Imminent risk to survivor or others
* Legal mandatory reporting requirements
* Child protection concerns

**6. Data Protection Mechanisms**

**6.1 Physical Record Security**

* Locked filing systems
* Restricted physical access
* Secure document destruction protocols

**6.2 Digital Security**

* Encrypted digital storage
* Secure password protocols
* Regular security audits
* Two-factor authentication

**7. Survivor Rights**

* Right to access own information
* Right to request information deletion
* Right to know who has accessed information
* Protection from unauthorized disclosure

**8. Breach Response Protocol**

**8.1 Confidentiality Breach Management**

* Immediate investigation procedure
* Survivor notification
* Remediation steps
* Potential legal/disciplinary actions

**9. Training and Awareness**

* Annual confidentiality training
* Regular policy review
* Cultural sensitivity workshops
* Survivor-centered approach training

**10. Monitoring and Compliance**

* Quarterly confidentiality audits
* Anonymous feedback mechanisms
* Continuous policy improvement
* External compliance verification

**11. Consequences of Violation**

* Immediate suspension
* Potential termination
* Legal prosecution
* Professional disciplinary actions

**12. Policy Review**

* Annual comprehensive review
* Input from survivors, staff, legal experts
* Alignment with evolving legal standards

Contact Information

Confidentiality Compliance Officer

[Shelter Name]

[Contact Details]

Approved: [Date] Effective: [Date]