

## **Cambridge Rape Crisis Centre – Email Confidentiality Policy**

All emails sent and received by the Cambridge Rape Crisis Centre are kept completely confidential within the collective.

Emails are checked on a regular basis and a record is kept of the nature of the email (i.e. whether the email is from a survivor seeking support, information or face-to-face counselling, or from a charity or business regarding the services that we offer). No other information is stored.

We abide by the relevant provisions of the Data Protection Act and, as such, emails that contain information of a personal nature that could be used to identify an individual are deleted from our server as soon as they have been dealt with.

Under no circumstances are the contents of any emails sent or received by Cambridge Rape Crisis Centre shared with any third parties. This includes the police and Social Services.