



GSAB Multi-agency Adult Risk Management (MARM) Meeting Confidentiality Statement

This statement should be shared with attendees prior to the MARM meeting.

Why We Are Having a MARM Meeting

The MARM meeting brings together professionals from different services to share important information about serious risks to an adult's safety and wellbeing.

We meet to:

- Understand the nature and urgency of the risks.
- Agree on actions to reduce harm and protect the adult.
- Make decisions that follow safeguarding laws and human rights.

Personal information may be shared during the meeting, including health and background details. This is protected under the Data Protection Act 2018 and UK GDPR. Everyone must follow their organisation's rules on handling and sharing information. This statement supports those rules - it doesn't replace them.

If someone asks for a copy of the meeting notes (Minutes), the request will be considered under data protection law. Some parts may not be shared if it risks harm or breaches confidentiality.

Any serious concerns raised during the meeting, including safeguarding or criminal matters, must be reported immediately.

All MARM documents containing personal data are marked **RESTRICTED** and must be stored securely.

Recording the Meeting

Meetings are usually recorded in written minutes. Sometimes, the Chair may use audio or video recording to help with accurate notetaking. If this happens, attendees will be informed, and the recording will be deleted once the minutes are finalised.

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Others may request to record the meeting, but must ask the Chair first. The Chair will consider the request under the Equality Act and Data Protection Act. If someone records without permission, the Chair may end the meeting.

Sharing Information Outside the Meeting

MARM minutes must not be photocopied or shared outside the meeting. If someone wants to share information, they must ask the Chair, who will consider:

- The reason for sharing
- Whether the adult has given consent
- Whether it's necessary and proportionate
- Who needs to know
- Whether it supports public safety

All requests and decisions must be recorded.

Accessing Personal Information

Under the Data Protection Act 2018 and UK GDPR, individuals have the right to know if an organisation holds personal data about them, and to request a copy. This is called a Subject Access Request and can be made verbally or in writing. Agencies must respond according to the law.

Respecting Diversity

GSAB is committed to fair and equal access to services, regardless of race, gender, identity, age, religion, sexual orientation, or disability. Agencies involved in the MARM process will be respectful of people's differences and make sure no one is treated unfairly.