

BREASTFRIENDS CARDIFF AND VALE – BREAST CANCER SUPPORT GROUP

AIMS AND POLICIES

AIMS

Breastfriends is committed to ensuring that members of our group feel positive about their experience of being a group member. We want group members to be able to find support through membership of the group and to feel able to participate in all of the group's activities. To achieve this, Breastfriends has adopted these policies.

POLICY ON SUPPORT

We are aware that our members join the group both to obtain support from other people who have or have had breast cancer, but also to participate in giving support. However, it is important that our members remember that everyone's experience of breast cancer and their attitude towards their diagnosis and treatment are likely to be unique to them.

GUIDELINES

We ask members to follow these simple guidelines when seeking to support each other:

- Remain open to the fact that other members may have very different feelings about their own breast cancer than you have
- Respect the fact that other group members have made choices or wish to make choices about their treatment or other matters that you would not have made
- Do not judge other group members
- Do not try to influence the choices of other group members or impose your own personal preferences and values on them
- Work at your listening skills so that you really listen to other group members
- Allow other members to deal with their own situation at their own pace
- Share your own experience with others appropriately, but remember only share what you feel comfortable with sharing

- If you are the kind of person who finds it easy to speak in public monitor your own input at group meetings so that everyone has a chance to participate
- Do not give other members advice – by all means make suggestions or offer ideas and hints or tips, but never tell another member that he or she ‘should’ do a particular thing

CONFIDENTIALITY POLICY

AIM

Breastfriends has a policy of confidentiality. As with all aspects of our private lives, we recognise that our members have a range of different feelings concerning the details of their breast cancer and treatment being made known to others. Whilst some members may be completely open about their breast cancer, others may wish to actively keep the fact of their diagnosis secret. Even members of the group who may be open about their breast cancer will wish to keep some details of their private lives private. We believe therefore that it is very important to respect the wishes of group members regarding confidentiality.

GUIDELINES

Some guidelines of what this means in practice include:

- Members are not *required* to share details of their personal lives with other members but may do so, if they wish, to the extent that they feel comfortable with this.
- Members are asked not to share personal details they learn about other members unless they are completely comfortable the individual involved would not mind. This includes not sharing the information with their families and friends who are non-group members, but may also include group members who do not know the details.
- The best way to ensure that you understand the expectations of a group member regarding confidentiality is to ask them directly if they confirm they are comfortable with the particular information being shared with others.

- It is important to understand that the group's confidentiality policy does not prevent members from telling their families and friends about issues that they have discussed at the group or even recounting stories that have been shared, provided that you make sure you do not include names or any other identifying features where to do so would breach confidentiality.
- Members are encouraged to only discuss other members for the purpose of providing or obtaining support – never for gossip.

DATA PROTECTION POLICY

Members contact details are held by the committee for the purposes of sending out the newsletter and other information about activities organised by the group. Contact details are kept in accordance with the requirements of the European General Data Protection Regulations (GDPR) and Data Protection Act 2018.

Unless we have consent, we do not share members contact details with other members or any other organisations.

Any members who wish to have their contact details removed from the database are asked to contact the membership secretary at info@breastfriendscandv.org.uk

OTHER POLICIES AND PROCEDURES

From time to time the Breastfriends committee will adopt policies and procedures that aid the smooth running and management of the charity in accordance with the provisions of its constitution. These policies and procedures together with a copy of its constitution can be found on the Breastfriends website – www.breastfriendscandv.org.uk

CONCERNS

If you have any concern about these policies, please discuss them with our chairperson or secretary at info@breastfriendscandv.org.uk