



## **CONFIDENTIALITY POLICY**

### **Rationale:**

Confidentiality is a fundamental attribute of any professional organisation. The protection of confidential information relating to others is a serious moral, professional, ethical and legal responsibility that our school recognises and upholds.

### **Aims:**

To ensure that confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations.

### **Implementation:**

- Confidential information at our school may only be transferred from one person to another when it is professionally appropriate and legally acceptable to do so.
- All staff will be reminded regularly about workplace confidentiality and professional expectations, as well as privacy obligations as detailed in the *Information Privacy Act*.
- All highly confidential information relating to any current or past parents, families, students or staff members will be maintained in individual files in the school office, and can only be accessed with the principal's approval.
- Staff subsequently accessing confidential files must sign an access register.
- Staff members provided with confidential documentation relating to students or families should present the documentation to the principal so that it can be retained on the confidential individual files.
- Staff members are to direct any requests for confidential information to the principal.
- Staff members will not disclose confidential information about students, families or staff, or be drawn into discussions about students, families or staff, with any third person or agency, which has no legal or compelling need to discuss such issues.
- While staff members may have confidential discussions with others, particularly students, all staff members are compelled to report all disclosures of intentions to self-harm or to harm others.
- Breaches of confidentiality relating to complaints, staff selection or staff performance etc are all serious offences.
- The principal will thoroughly investigate any alleged breaches of confidentiality or privacy.
- The Student Code of Conduct will make reference to each student's responsibilities relating to their own confidential information, and the confidentiality rights of others.
- This policy is to be read in conjunction with our school's Privacy and Communication policies.

### **Evaluation:**

This policy will be reviewed as part of the school's three year review cycle.

This policy was last ratified by School Council in **September 2010**