

POLICY NO. WEL019 Confidentiality

Written by: P Licciardo

Date approved by School Council: Monday 10th August 2015

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 confidential information relating to any current or past parents, families, students or staff members will be maintained in individual files in the school or welfare office.
- Access to the school office is for current staff only. This is to ensure that information relating to students remains confidential and in line with the Information Privacy Act.
- Staff seeking to access confidential files must, having received the principal's prior approval, must complete an access register. Confidential files are not to be removed from the school office. Staff do not have an automatic right of access to their own files.
- 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 and assistant 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 students, families, academic results, complaints, staff selection or staff performance etc are all serious offences.



* Information that is contained in the enrolment pack including welfare and academic data.

EVALUATION:

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