Confidentiality and Privacy

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

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

Actions
- 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.
- All highly confidential information relating to any current or past parents, families, students or staff members will be maintained in individual files and only accessed by appropriate senior staff members and the Principal.
- Staff members provided with confidential documentation relating to students or families should present the documentation to the Vice-Principal or 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 by law to report all disclosures of intentions to self-harm or to harm others.
- 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 Privacy and Communication notices distributed to new parents on enrolment and existing parents each year, in accordance with the Privacy Act 2000.

• The School will seek written permission from parents for the use of their children’s photographic images or work to be used in such specified contexts as school-related promotional materials.