



Bromstone Primary School

Confidentiality Policy

Formulation date: 1st September 2014

Senior Team Responsibility: Business Manager

Governors' Reviewing Committee: Leadership and Management

Approved on: 1st September 2014

Reviewed on: 6th December 2023

Next Review Date: November 2025

Associated Documentation:

BROMSTONE PRIMARY SCHOOL CONFIDENTIALITY POLICY

The safety, well being and protection of our pupils is the paramount consideration in all decisions we make about confidentiality.

Definition of Confidentiality

1. **confidentiality** - the state of being secret; "you must respect the confidentiality of your client's communications" - concealment, privateness, secrecy, privacy - the condition of being concealed or hidden.
2. **confidentiality** - discretion in keeping secret information - circumspection, discreetness, discretion, prudence - knowing how to avoid embarrassment or distress; "the servants showed great tact and discretion"

Both definitions of confidentiality are equally appropriate in respect of our school.

Human Rights Act 1998: Gives everyone the right to "respect for his private and family life, his home and his correspondence", unless this is overridden by the 'public interest', e.g. for reasons of Child Protection, for the protection of public safety, public order, health or morals or for the rights and freedoms of others.

Data Protection Act 2018 and General Data Protection Regulation (GDPR): Applies to personal data of living, identifiable individuals, manual and electronic records but not to anonymised data.

Freedom of Information Act 2000: Gives everyone the right to request any records a public body, including schools, holds about them. *A school may withhold information it has if it is considered the information may damage the recipient, if disclosed.*

At Bromstone Primary school we will:

- establish an atmosphere of trust to enable pupils, staff, parents, volunteers and Governors to seek appropriate help from the school.
- follow current best practice in Child Protection Procedures regarding the sharing of information.
- only share information on a 'need to know' basis to ensure our pupils' well being and safety.
- limit the number of situations when personal information is shared.
- password protect personal data held on our computer system.
- not make comments about the school community, policies, parents, staff, volunteers or Governors on social networking sites or in other public fora.

Please detach and return this section to the Business Manager to keep on your personnel record.

I have read the contents of Bromstone Primary School's Confidentiality Policy, and understand that as an employee/volunteer/student/Governor (*delete as appropriate) I must abide by its contents.

Signed..... Dated/...../.....

[Please print].....