

CONFIDENTIALITY POLICY

Rationale:

Confidentiality is a fundamental attribute of any professional organisation. The protection of confidential information is a professional, legal, ethical and moral responsibility that Alphington Primary School recognises and upholds.

Aims:

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

Implementation:

1. Confidential information at our school may only be transferred when deemed necessary from one person to another when it is professionally appropriate, and legally acceptable to do so.
2. All staff are reminded regularly about workplace confidentiality, professional expectations and privacy obligations as detailed in the *Information Privacy Act*.
3. All confidential information relating to current or past parents, families, students or staff members is maintained securely in individual files.
4. Confidential files are not to be removed from the school office.
5. Staff members provided with confidential documentation relating to students or families should present the documentation to the principal as soon as practicable for retention in individual files.
6. Staff members are to direct any requests for confidential information to the principal.
7. Staff members will not disclose or discuss confidential information about students, families or staff, with any third person or agency that has no legal or compelling reason to discuss such issues.
8. The principal will investigate any alleged breaches of confidentiality or privacy.
9. Staff and students are assigned various passwords and user 'id's' to protect the private work and information of individuals, and the information of others that exist on the school's electronic records and systems.
10. This policy is to be read in conjunction with our school's *Privacy* and *Communication* policies.
11. Students and the school community are made aware of their responsibilities relating to their own private information, and the right to confidentiality of others.

Note: Confidentiality may not apply in cases where there is a risk of self-harm or harm to others. Such cases are to be directly referred to the principal

Evaluation:

The School Council will be responsible for the review of the policy within the life of the school strategic plan.

This policy was last ratified by School Council in....

JUNE 2012