



# CONFIDENTIALITY POLICY

## **Rationale:**

At Cana, 'Confidentiality' is viewed as 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 Cana 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.
- 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 members provided with confidential documentation relating to students or families should present the documentation to the Principal so that it can be retained in 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.

This policy is to be read in conjunction with Cana's 'Privacy Policy'.

**This policy was last reviewed in 2019**