

# Confidentiality Policy

## Policy Review

The responsibility of reviewing and maintaining this policy is Craig Dembicki (Managing Director). This policy will be reviewed annually.

Start date of policy: **15<sup>th</sup> June 2009**

Date of next review: **10<sup>th</sup> August 2024**

Signed



Craig Dembicki  
Managing Director  
Education 1st

## **Purpose**

The purpose of this policy is to identify how Education 1<sup>st</sup> ensures that personal information is kept safe and confidential whilst at the same time, not compromising its ability to share information where it is needed.

The purpose of this Confidentiality Policy is to lay down the principles that must be observed by all who work within the organisation including volunteers and have access to personal information.

## **Aims**

Education 1<sup>st</sup> is committed to maintaining the confidentiality of personal information that it handles. Any information given or received in confidence for one purpose will not be used for another purpose, or passed to a third party, without their consent, except in special circumstances e.g. to prevent harm to an individual.

Education 1<sup>st</sup> will ensure that personal information is obtained, used and disclosed in accordance with the common law duty of Confidentiality, Data Protection Act 1998 and complies with the Children's and Young People's Partnership information sharing protocols.

## **Related Policies**

Data Protection Policy

Devices, Google Drive and BYOD policy

ICT Acceptable Use policy

Child Protection and Safeguarding policy

## **Organisation and staff responsibilities**

Staff must always be aware of the confidentiality of information gained during the course of their duties, which may include access to personal information relating to children, students and members of staff. It is expected that staff understand the importance of treating information in a discreet and confidential manner, and staff attention is drawn to the following:

- 1) All documentary or other material including any downloaded data onto a laptop or PC, USB drive or any other storage device containing confidential information must be kept securely at all times when not being used by a member of staff and must be returned to Education 1<sup>st</sup> at the time of termination of employment with Education 1<sup>st</sup>, or at any other time upon demand;
- 2) Information regarding the business, children and students must not be disclosed either orally or in writing to unauthorised persons. It is particularly important that staff ensure, for example, the authenticity of telephone enquiries;

- 3) Conversations relating to confidential matters affecting the business, employees and children should not take place in situations where they can be overheard (i.e. in corridors, reception areas, stairways, lifts, etc.);
  - 4) Staff are reminded that all information that:
    - a) Is or has been acquired in the course of their employment, or has otherwise been acquired in confidence;
    - b) Relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort; and
    - c) Has not been made public by, or with our authority; Shall be confidential, and (save in the course of our business or as required by law) staff should not at any time, whether before or after the termination of employment, disclose such information to any person without our prior written consent.
  - 5) Staff are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of employment with Education 1st, or at any other time upon demand, return to Education 1<sup>st</sup> any such material in their possession.
  - 6) Any breach of confidentiality may be regarded as misconduct/gross misconduct and be the subject of serious disciplinary action which may result in dismissal.
- B) The importance of confidentiality cannot be stressed too much and it is important that it be borne in mind at all times.
- C) The restriction shall continue to apply after the termination of employment without limit in point of time but shall cease to apply to information ordered to be disclosed by a Court of competent jurisdiction or otherwise required to be disclosed by law.
- D) For the purposes of clarity, staff shall not at any time (save as required by law) before or after the termination of employment, disclose such information to any person without our prior written consent.

### **Implementation**

Any breach of this policy by any Education 1<sup>st</sup> staff or volunteers will be taken seriously and may result in formal action. Any employee who feels this policy has not been followed in respect of personal data should raise the matter with their Line Manager in the first instance.

Education 1<sup>st</sup> will ensure that staff and volunteers receive adequate training and guidance on their duties and responsibilities in relation to the handling, disclosure and storage of personal information.