

Mallacoota P-12 College

Confidentiality Policy

Rationale:

Confidentiality is 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 our school 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 as detailed in the *Information Privacy Act* via the staff handbook.
- All confidential information relating to any current or past parents, families, students or staff members will be maintained in individual files in a securely locked filing room, and can only be accessed with the principal's approval.
- Staff seeking to access confidential files must, having received the principal's prior approval, must complete an access register. Confidential files are not to be removed from the filing room.
- Staff do not have an automatic right of access to their own files.
- Staff members provided with confidential documentation relating to students or families should present the documentation to the Principal or Business Manager 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 to report all disclosures of intentions to self-harm or to harm others.
- Breaches of confidentiality relating to students, families, academic results, complaints, staff selection or staff performance etc are all serious offences.
- 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.
- All staff and students will be provided with various passwords and access codes to protect the private work and information of individuals, and the information of others, that exists on the schools various intranet, on-line, and digital storage retrieval systems.
- From time to time, the school may receive a Freedom of Information request. These requests must be directed straight to the Principal who will deal with them in conjunction with the college office.

Evaluation:

This policy will be reviewed as part of the school's three year review cycle.

This policy was last ratified by School Council on 20th August 2014

A handwritten signature in black ink, appearing to read 'Celia Wallace', written in a cursive style.

Celia Wallace
School Council President