



### Related Policies

Complaints  
Computer Facilities and External Networks – Acceptable Use  
Grievance and Dispute Handling  
Legal Responsibilities and Authority  
Family Law  
Suspension  
Exclusion  
Privacy  
Privacy and School Counsellors

### Purpose

This policy provides guidelines for the maintenance of sound confidentiality practice for all stakeholders at system and school level.

### Policy

Development and implementation of practices to protect confidentiality are required at all levels of operation including classrooms, schools and the CEO. Schools necessarily collect and generate vast amounts of information which must be managed in a sensitive and professional manner.

Personal information concerning students or staff; organisational, statistical and strategic information; and assessment and evaluation information must only be circulated to appropriate recipients. Discussions regarding such information must only be conducted amongst appropriate parties.

Access to information must be strictly limited to those with required authority and demonstrated need. Measures to protect data from theft, corruption and interference are to be established in all schools and the CEO. All schools should clearly articulate their particular practice for security and maintenance of confidentiality.

It is the responsibility of individuals to recognise and implement the level of confidentiality required for information they are handling. Should there be occasions when an individual is unsure of the appropriate method of dealing with information, it is their responsibility to seek advice from the appropriate authority and to act on that advice.

### Definitions

Confidentiality

Prevention of disclosure of identified sensitive material in inappropriate circumstances.

**References**

Nil

**Forms**

Nil

<b>Approved by:</b>	CEO Heads of Division
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<b>CEO Contact Officer:</b>	Principal Human Resources Officer: Child Protection and Legal Issues