



## **Confidentiality Policy**

This policy is formed to regulate how personal information is used and to protect individuals from misuse of personal details. We will work within the guidelines of the policy as follows:

1. Parents/Guardians will have ready access to 7Hills records of their own children but will not have access to information about any other child. Once this information is no longer required by 7Hills, it will then be shredded and disposed of responsibly.
2. Staff will not discuss individual children, other than for purposes of curriculum, planning and management, with people other than the parents/guardians of that child.
3. If a parent or staff member needs to discuss a child or an issue confidentially, then every care will be taken to discuss confidential matters in private.
4. Information given by parents/guardians to the class teachers/7Hills staff will not be passed on to other parents without permission.
5. Issues to do with all staff employees, will remain confidential to the people directly involved with making decisions.
6. Any information shared with the school in relation to a child's safety and/or well-being will be kept in a confidential file and will only be shared with concerned staff.
7. All visitors/parent helpers/volunteers are expected to adhere to our Confidentiality Policy.