

Polish Saturday School in Bognor Regis
Confidentiality Policy

Student Privacy and Staff / Volunteers Confidentiality

Students in the Polish Saturday School and their parents/carers have the right to expect that information about them will be kept confidential by all staff and volunteers. Besides the school can not keep a student's personal and education records without his or her parent's/carers consent.

Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than the school staff or Board Committee if necessary. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, a specialist, a therapist, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or well being.

Staff and volunteers may not share information about a student with other students and their parents or other community members even if they may in good faith ask questions about a student's problems or progress.

Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or contract with Polish Saturday School in Bognor Regis. Further, this agreement mandates compliance extending beyond employment, contract, or association with Polish Saturday School in Bognor Regis, as required by law.

Information and some private data about other staff members are also confidential and are supplied on the understanding that they will be held confidentially and not disclosed to third parties without permission.

Adopted 24/08/2018

**I HAVE READ the Polish Saturday School in Bognor Regis Confidentiality
Policy and I AGREE TO ITS TERMS.**

I, (names and positions in the table), as a teacher / volunteer / trustee for Polish Saturday School in Bognor Regis agree never to disclose information about a student's records to anyone other than an authorized school department employee who is directly involved in the student's education.

THEREFORE, I AGREE that:

- My right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities.
- I will not discuss or disclosure any confidential information to any third parties like unauthorized community members, my friends, family members, other children or their parents etc.
- I will not disclose any students/parents data including their addresses, phone numbers, e-mails to any third parties.
- I will hold all confidential information of which I have knowledge in the truest confidence, as required by law. I agree to utilize confidential information obtained by me only for the benefit of the employee or student or in performance of my job responsibilities.

Names and positions (trustees)	Signature	Date

I HAVE READ the Polish Saturday School in Bognor Regis Confidentiality Policy and I AGREE TO ITS TERMS.

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[illegible]