



St. Catherine's C of E Primary School

Confidentiality Guidelines

Confidential Information

Employees will receive from time to time written, oral and computerised information which is of a confidential nature.

Such information should not be disclosed outside of the work environment except in the normal course of duty and not otherwise unless specific approval has been given by the head teacher.

Information Security

Employees must positively prevent information misuse and assure the accuracy of information by:

- Protecting information against unauthorised access.
- Assuring the confidentiality of stored information.
- Maintaining the integrity of information.
- Meeting all regulatory, legislative and school policy requirements.
- Being aware of relevant guidelines about security procedures where required.
- Preventing improper use of office equipment.
- Limiting the use of electronic mail and Internet use for authorised business purposes only.

Ensuring employee awareness of Policy

Current and newly appointed employees will receive a copy of these guidelines. Any questions or queries should be discussed with the head teacher. It is important to remember we are in a position of trust. It is the responsibility of employees to follow these guidelines.

Any breach of confidentiality may result in disciplinary action.

This policy will be reviewed annually and revised when required.

Sarah Chapman, Head Teacher.