



#### Rationale

At Altona Meadows Primary School confidentiality is a fundamental attribute of our professional organisation. The protection of confidential information relating to others is a serious moral, professional, ethical and legal responsibility that AMPS 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 Altona Meadows Primary School will only be transferred from one person to another when it is professionally appropriate and legally acceptable to do so
- Workplace confidentiality and privacy obligations, as detailed in the Information Privacy Act 2000, form part of our staff induction process at the beginning of each year and are revisited regularly throughout the year. Appropriate use of social media in relation to school information and confidentiality will also be regularly addressed – see Social Media Policy
- All highly confidential information relating to any current or past parents, families, students or staff members will be maintained in individual electronic files and can only be accessed with the approval of the Principal
- Staff members provided with confidential documentation relating to students or families should present the documentation to a Principal Class members so that it can be effectively managed
- Staff members are to direct any requests for or discussion of confidential information to the Principal
- While staff members may have confidential discussion with others, particularly students; any indications of self harm or harm to others must be reported to the Principal Class as soon as possible
- Breaches of confidentiality relating to complaints, staff selection or staff performance are all serious offences and will be addressed under the Departments mis conduct procedures
- The Principal will thoroughly investigate any alleged breaches of confidentiality or privacy

#### Evaluation:

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

This policy was last ratified by School Council in....

August 2021