
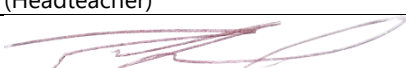




DINGLE COMMUNITY PRIMARY SCHOOL

CONFIDENTIALITY POLICY

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| Date adopted: | 2 nd September 2013 |
| Date reviewed: | September 2017 |
| | 10 th November 2020 |
| | 14 th September 2023 |
| Next review due: | Autumn 2026 |
| Reviewed by: | Governing Body |
| Signed: |  (Headteacher) |
| Signed: |  (Chair of Governing Body) |
| Date: | 14 th September 2023 |

1. Introduction

It is essential that Dingle Community Primary School staff and Dingle Ducks staff treat all matters relating to school with the appropriate level of confidentiality.

2. Procedure

Staff should ensure that they comply with the following requirements:

- Information will only be disclosed to those who have the right or need to know it.
- Staff will not discuss pupils outside the school environment.
- Appropriate precautions will be taken when communicating confidential or sensitive information.
- Confidential records will be handled securely and kept in a safe place.
- All other school policies will be complied with regarding confidentiality of information.