



CONFIDENTIALITY POLICY

Policy review: September 2026

Next Review: September 2027

1. Rationale

Fens Primary School has a duty of care towards pupils, staff, governors, volunteers and parents/carers and recognises its position of trust in all matters relating to confidentiality. The school is committed to safeguarding and promoting the welfare of children and ensuring that personal information is handled fairly, lawfully and securely.

The school works with a range of agencies and professionals and, where appropriate, shares information on a professional and lawful basis in order to safeguard children, support educational outcomes and meet statutory obligations.

Any discrimination or intolerance relating to protected characteristics is unacceptable and will be challenged in accordance with the school's Equality Policy.

2. Aim

The aim of this policy is to:

- Protect pupils, staff and families.
- Provide clear guidance on confidentiality for all members of the school community.
- Ensure compliance with safeguarding, data protection and information-sharing legislation.
- Promote trust while ensuring that safeguarding responsibilities are always prioritised.
- Ensure consistent practice throughout the school.

3. Related Policies and Guidance

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Online Safety Policy
- Staff Code of Conduct
- Information Security Policy
- UK GDPR and Data Protection Act 2018
- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- Freedom of Information Publication Scheme

4. Definition of Confidential Information

Confidential information includes, but is not limited to:

- Personal information relating to pupils, staff, governors, volunteers and families.
- Safeguarding and child protection information.
- Medical and health information.
- SEND records and assessments.
- Behaviour, attendance and welfare information.
- Personnel and employment matters.
- Information shared by external agencies.

Confidential information must only be shared on a need-to-know basis and where there is a lawful reason to do so.

5. Legal Framework

Human Rights Act 1998

Everyone has the right to respect for their private and family life, home and correspondence. This right may be overridden where necessary to protect a child, comply with safeguarding duties, protect public safety or uphold the rights and freedoms of others.

UK GDPR and Data Protection Act 2018

The school processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The school will ensure personal data is:

- Processed lawfully, fairly and transparently.
- Collected for specified purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up to date.
- Retained only for as long as necessary.
- Kept secure and protected from unauthorised access, loss or misuse.

Individuals have the right to access personal data held about them through a Subject Access Request, subject to applicable legal exemptions.

Freedom of Information Act 2000

The Freedom of Information Act 2000 provides a right of access to recorded information held by public authorities, including schools, subject to certain exemptions.

Requests for personal information are generally handled under the UK GDPR and Data Protection Act 2018.

Privacy Notices

The school's Privacy Notices are published on the school website and explain how personal information is collected, processed, stored and shared.

6. Confidentiality and Safeguarding

The Welfare of the Child

The welfare of the child is paramount.

Staff must never promise unconditional confidentiality to a pupil.

Where a pupil discloses information that raises concerns about their safety or welfare, staff must explain that they may need to share the information with appropriate professionals in order to help keep the child safe.

Information will be shared in accordance with:

- Keeping Children Safe in Education
- Working Together to Safeguard Children
- The school's Child Protection and Safeguarding Policy

Safeguarding concerns will be shared with the Designated Safeguarding Lead (DSL) without delay.

7. Responsibilities

Pupils

Pupils will be encouraged to:

- Speak openly with trusted adults.
- Discuss concerns with parents/carers where appropriate.
- Understand that staff may need to share information where there are safeguarding concerns.

Pupils will be reassured that personal information will be treated sensitively and respectfully.

Parents and Carers

Parents and carers can expect that:

- Information about their children will be handled securely and appropriately.
- Information will only be shared where there is a lawful basis to do so.
- They have rights regarding their child's personal information in accordance with data protection legislation.
- Information may be transferred to receiving schools when pupils move schools.

The school will seek appropriate parental consent for the use of images where required.

Further information regarding photographs, videos and the publication of images can be found in the school's Online Safety and Photography procedures.

Staff, Volunteers and Students on Placement

All staff, volunteers and students on placement must:

- Maintain confidentiality at all times.
- Access information only when necessary for their role.
- Store and share information securely.
- Follow safeguarding, data protection and information security procedures.
- Attend relevant safeguarding and data protection training.

Staff must not:

- Discuss confidential information in public areas.
- Discuss one child's progress, behaviour or personal circumstances with another parent or pupil.
- Use personal devices, email accounts or messaging platforms to share confidential information unless authorised by the school.
- Share confidential information through social media.

Staff should be aware that certain health information must be accessible to those who need it in order to keep children safe, while remaining protected from wider disclosure.

Administrative Staff

Administrative staff must:

- Follow secure procedures when handling personal information.
- Verify identities before disclosing information.
- Follow agreed call-back procedures where appropriate.
- Ensure information received from external agencies is passed to relevant staff securely.

Governors

Governors are required to maintain confidentiality regarding information obtained through their governance role.

Confidential or sensitive information must not be disclosed outside governing board processes unless authorised or legally required.

Where confidential matters are discussed, documents should be anonymised wherever appropriate.

Outside Agencies

Information may be shared with external agencies where:

- There is a lawful basis for sharing.
- The sharing supports safeguarding or educational outcomes.
- Statutory duties require disclosure.

All agencies are expected to handle information in accordance with relevant legal and professional requirements.

Health professionals remain bound by their own professional codes of confidentiality.

8. Electronic Information and Information Security

The school will ensure that:

- Electronic records are stored securely.
- Passwords and access controls are used appropriately.
- Personal information is only shared through approved systems.
- Devices containing sensitive information are protected.
- Confidential waste is disposed of securely.

All members of staff are responsible for protecting confidential information from loss, unauthorised access or disclosure.

9. Data Breaches

Any actual, suspected or potential data breach must be reported immediately to the Headteacher and the person responsible for data protection within the school.

Breaches will be investigated and managed in accordance with the Data Protection Policy and statutory reporting requirements.

10. Equal Opportunities

Fens Primary School is committed to ensuring equal opportunities, access and inclusion for all members of the school community.

Procedures relating to confidentiality will be implemented fairly and consistently.

11. Monitoring and Review

The Senior Leadership Team and Designated Safeguarding Lead will monitor implementation of this policy.

The policy will be reviewed annually, or sooner if there are changes to legislation, statutory guidance or school procedures.

Approval

Signed: _____ **Designated Safeguarding Lead**

Date: _____

Signed: _____ **Headteacher**

Date: _____

Signed: _____ **Chair of Governors**

Date: _____