



Confidentiality Policy

With reference to -
Human Rights Act 1998
Data Protection Act, 2018
GDPR, 2018
Freedom of Information Act 2000

Aims

Alamiyah believes that establishing and maintaining trust is the key to effective relationships between staff, parents and children. Core values that underpin our ethos include the preservation of respect, dignity and honour of all those involved in the school. In order to honour these values confidentiality must be maintained at all times.

Alamiyah will therefore commit to:

- treating any information regarding your child or your family provided to staff either verbally or in writing as confidential.
- building trusting relationships with children, parents, carers and staff.
- respecting the privacy, dignity and honour of all staff, children and their parents / carers.

Methods

Confidentiality is assured in order to maintain trust and confidence in the school, therefore:

Parents

- have ready access to the files and records of their own children but do not have access to information about any other child.

Staff

- will not discuss personal information about parents or children with other members of



staff except where it affects the child's needs.

- will share information with parents or carers only in order to support the child's development.
- may need to seek the help and advice of outside professionals in certain circumstances. If this action is taken, the parent or carer's permission will first be sought.
- will not discuss any aspect of a child and their development in the presence of other children or parents other than the child's own parents or carers.
- Induction includes an awareness of the importance of confidentiality.

The Principal/Headteacher

- will maintain confidentiality on issues to do with the employment of staff, whether paid or unpaid.
- Only those persons directly involved in HR and those making personnel decisions will have access to staff data.
- will advise all students on recognised qualifications and training of our confidentiality policy and their requirement to respect it.

Storage of Confidential Information

- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible to those who need access to this information.
- All children's files will be stored for 7 years from the time the child leaves the setting, after which time records will be deleted and destroyed.
- Guidance on retention records contained in the appendix of the Data Protection Policy will



be observed.

- The school is registered with the Information Commissioner's Office (ICO) which is a requirement Under the Data Protection Act. The Data Protection Act 1998 requires every data controller (e.g. organisation, sole trader) who is processing personal information to register with the ICO, unless they are exempt.

All the undertakings above are subject to the commitment of the school to the safety and well-being of the child. Please see also the section on confidentiality in the Alamiyah safeguarding policy.

All members of staff agree to respect the Alamiyah confidentiality policy as part of their code of conduct.

Review

This policy will be reviewed every 3 years or sooner or if there is any change in statutory guidance or legislation. See 'Policy Review Schedule'.

Adopted in a meeting at Alamiyah School on 14/07/2017

Signed: H Musa (Headteacher) and S Motara (Chair of Trustees)