



# ALAWA PRIMARY SCHOOL

## INTERNAL POLICY

**TITLE OF INTERNAL POLICY:** Confidentiality Policy

**EFFECTIVE DATE:** 24/04/2019

**REVIEW DATE:** Council Meeting February 2020

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Confidentiality Policy for Alawa Primary School Council.

Respecting the privacy of our students, families, teachers, staff and volunteers is a basic value of Alawa Primary School Council. Confidentiality is the preservation of private, privileged information.

There may be times where personal and private information is disclosed in the professional working relationship of the Alawa Primary School Council.

Confidential information should not be disclosed or discussed with anyone without direct permission or authorisation from the Principal.

Care must also be taken to ensure that other individuals do not overhear any discussion of confidential information.