



Thornaby Church of England Primary School

Confidentiality Policy

Information received by Thornaby Church Of England Primary School is often confidential and in order to maintain parents and carers confidence in our professional approach to this information our school ensures:

All parents can see details kept about their child and themselves at any time.

Parents will not be given access to the information kept on other children and their families.

Feedback given to parents on their children's progress will be given directly to the parents at parent evenings or other specially arranged times, unless they state a third party can be involved e.g. a childminder or nanny. (Third party names should be recorded in the child's file.)

Information about a child's medical needs or status i.e. HIV or concerns about Child Protection issues will be kept in a separate file and will only be available to authorised personnel (Mrs E Hughes Narborough, designated teacher.)

Staff, students and visitors to the school will be made aware of the importance of confidentiality of information and their responsibility within the school.

Personal information relating to individual members of the staff will not be given out to anyone without permission of the person

Data protection regulations will be followed according to LEA guidelines.

Revised October 2012- to be revised October 2014

Revised October 2014 - to be revised October 2016
Revised October 2016 - to be revised October 2018
Revised October 2018 - to be revised October
2020