

# VISS Confidentiality Policy



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Adapted from- Victorian  
Department of Education- Modified  
for VISS

## Rationale:

Confidentiality is a fundamental attribute of any professional organisation. The protection of confidential information relating to others is a serious moral, professional, ethical and legal responsibility that our school recognises and upholds.

## Aims:

To ensure that confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations.

## Implementation:

- Confidential information at our school may only be transferred from one person to another when it is professionally appropriate and legally acceptable to do so.
- All staff will be reminded regularly about workplace confidentiality and professional expectations.
- All confidential information relating to any current or past parents, families, students or staff members will be maintained in individual files in the school office, and can only be accessed with the Executive Principal's approval.
- Staff seeking to access confidential files must, having received the Executive Principal's prior approval. Confidential files are not to be removed from the school office. Staff do not have an automatic right of access to their own files.
- Staff members provided with confidential documentation relating to students or families should present the documentation to the Head of school in the first instance on schools or Executive Principal in Administration so that it can be retained on the confidential individual files.
- Staff members are to direct any requests for confidential information to the Executive Principal.
- Staff members will not disclose confidential information about students, families or staff, or be drawn into discussions about students, families or staff, with any third person or agency, which has no legal or compelling need to discuss such issues.
- While staff members may have confidential discussions with others, particularly students, all staff members are compelled to report all disclosures of intentions to self-harm or to harm others.
- Breaches of confidentiality relating to students, families, academic results, complaints, staff selection or staff performance etc are all serious offences and will be treated accordingly
- The Executive Principal will thoroughly investigate any alleged breaches of confidentiality or privacy.
- All staff and students will be provided with various passwords and access codes to protect the private work and information of individuals, and the information of others, that exists on the schools various school platforms including Edmodo, Engage and school "S" drive and Internet