

**Jan Brzechwa Polish
Supplementary School in Hastings
and St Leonards-on-Sea**



**Confidentiality Policy
Student Privacy and Staff / Volunteers
Confidentiality**

1. Pupils at Jan Brzechwa Polish Supplementary School and their parents/carers have the right to expect that information about them will be kept confidential by all staff and volunteers. The school cannot keep a student's personal and education records without his or her parent's/ carer's consent. The same principle applies to adult students learning English at the school.
2. Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than the school staff or School Management Committee if necessary. Even when discussing a student with those who are directly involved in a student's education, such as a teacher, a specialist, a therapist, you may not share otherwise confidential information with them unless it is relevant to the student's educational growth, safety, or wellbeing.
3. Staff and volunteers may not share information about a student with other students and their parents or other community members even if they may in good faith ask questions about a student's problems or progress.
4. Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or contract with Jan Brzechwa Polish Supplementary School in Hastings and St Leonards on Sea. Further, this agreement mandates compliance extending beyond employment, contract, or association with Jan Brzechwa Polish Supplementary School, as required by law.
5. Information and some private data about other staff members and volunteers are also confidential, and are supplied on the understanding that they will be held confidentially and not disclosed to third parties without permission.

Adopted 10 January 2015

Aleksandra Janowicz	Chairperson (Principal)	<i>Janowicz</i>
Karolina Joseph	Secretary	<i>K Joseph</i>
Anna I. Roby	Treasurer	<i>Anna I. Roby</i>