



## **CONFIDENTIALITY POLICY**

### **Human Rights Act 1998**

Gives everyone the right to “respect for his private and family life, his home and his correspondence”, unless this is overridden: by the pupil interest, for reasons of child protection, for the protection of public safety, pupil order, health or morals or for the rights and freedoms of others.

### **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 Registered Training Organisation (RTO) recognises and upholds.

### **Aim:**

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

### **Implementation:**

- Confidential information at our RTO 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, as well as privacy obligations.
- All confidential information relating to any current or past clients, learners or staff members will be maintained in individual files in the RTO office, and can only be accessed with the Principal’s or RTO Manager’s approval.
- Files may not be removed from the RTO office area.
- Documentation should not be reproduced in any form.
- Staff members provided with confidential documentation relating to learners or families should present the documentation to the RTO Manager so that it can be retained on the confidential individual files.
- Staff members are to direct any requests for confidential information to the RTO Manager.
- Staff members will not disclose confidential information about learners, families or staff, or be drawn into discussions about learners, 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 learners, all staff members are compelled by law to report all disclosures of intentions to self-harm or to harm others.
- The RTO Manager will thoroughly investigate any alleged breaches of confidentiality or privacy.
- The Code of Practice will make reference to each learner’s responsibilities relating to their own confidential information, and the confidentiality rights of others.

### **Evaluation:**

This policy will be reviewed as part of the school’s three-year review cycle.

This policy was ratified by School Council on

**Signed By:**

**The Principal** \_\_\_\_\_

**School Council President** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_