



## **Confidentiality Policy**

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## Version History

Date	Author	Version	Comment

## **1. Introduction**

All Trustees, Academy Improvement Committees, staff and contractors have a legal obligation to respect the confidentiality of information that relates the Enquire Learning Trust and its academies.

There are however circumstances where it is not possible or appropriate to maintain confidentiality. This policy sets out the confidentiality requirements of the Enquire Learning trust (Trust), together with the circumstances where it is not possible to maintain confidentiality.

## **2. Scope**

This policy applies to all Trustees, Academy Improvement Committees, staff and contractors and pupils of the Trust. It also applies to parents and carers of pupils at an academy within the Trust, who formally confirm that they will abide by our policies when their children join our academies.

Each academy within the Trust must ensure that the contents of this policy are communicated to all staff and parents. This communication must be evidenced in writing and refreshed annually.

Each academy within the trust must publish this policy on its website.

### 3. Definitions

<b>Child</b>	Anyone under the age of 18
<b>AIC</b>	Academy Improvement Committees, with delegated powers of governance from the Trustees.
<b>Trust</b>	Enquire Learning Trust – Darren Holmes
<b>Parent</b>	Those having parental responsibilities for the care of a child (including carers)
<b>Pupil</b>	Anyone enrolled at the trust academies
<b>Staff</b>	Anyone employed by the trust
<b>SLT</b>	Directors or Leadership team

## 4. Policy

- All personal and sensitive personal data is confidential by virtue of the data protection act. Personal and sensitive person data are defined and covered by the requirements of the Information Governance Policy.
- All Trustees and Academy Improvement Committees are bound to keep the Trust and academy information confidential – other than that already in the public domain or which, by its nature would be readily available to the pupil – by virtue of their position as Trustees.
- All staff and contractors are bound to keep the Trust and academy information confidential – other than that already in the public domain or which, by its nature would be readily available to the public – by virtue of their contractual understanding with the Trust.
- Confidentiality does not extend to communications between staff and pupils. No member of staff may give an undertaking of confidentiality to a pupil. Any such undertaking given may not be honored. This is partly because there may be a legal or regularity requirement to share information with the proper authorities and partly because it may not be in the pupils' best interests – particularly as regards wellbeing or safety
- Where a member of staff is invited to receive confidential information from a pupil, the limitations of confidentiality should be made clear immediately. Other than the legal and other circumstances laid down in the Safeguarding policy, it is for the discretion of the member of staff to determine if – and what – information needs to be shared and with whom. Where practicable the ember of staff should avoid identifying the individual pupil concerned unless the circumstances are exceptional or the shared information is valueless or cannot be acted upon without identifying the source.
- Pupils must be informed when a confidence has to be shared.
- Any confidentiality issues relating to Safeguarding and Child Protection should be determined under that policy.