



Dunoon Primary School Confidentiality Policy

August 2025

Signed: *Rachael Bryant*

Designation: Principal Teacher

The UN Convention on the Rights of the Child



Article 2 (non-discrimination)
Article 3 (best interests of the child)
Article 8 (protection and preservation of identity)
Article 12 (respect for views of the child)

Rationale

Dunoon Primary School recognises that the safety and well-being of children and families is of paramount importance. All information, verbal or written, will be treated confidentially and the privacy of those involved in the service will be respected. All staff working in the school understand the importance of confidentiality and recognise the responsibility to use, hold and safeguard information received. Sharing information unnecessarily is an erosion of trust.

The school is mindful that it is placed in a position of trust by all stakeholders and there is an expectation that a professional approach will be used in all matters of confidentiality.

Consistency of Approach

All information about individual children and Dunoon Primary School business is private. Information sharing between relevant members of staff will only take place in School, unless otherwise directed by the Head Teacher.

We require to hold information about the children, families and staff working within the school and systems will be in place regarding the sharing and storage of this information. Parents will be able to share information in confidence knowing it will only be used to enhance the welfare of their children. However we cannot withhold confidential information regarding the welfare of the child and this information will be disclosed to specified personnel and agencies if required. Families will be made aware of this on enrolling their child to the school.

Data Protection Act 2018 (DPA)

The Data Protection Act controls how personal information is used and certain principles must be followed regarding information.

- Information must be used fairly and lawfully
- Information must be used for limited, specifically stated purposes
- Information must be used in a way that is adequate and relevant
- Information must be accurate
- Information must be kept safe and secure and kept for no longer than absolutely necessary.

Records and Storage of Records

To ensure the smooth running of the school we keep a variety of records including health and safety records, financial records, employment records of staff, students and volunteers and development plans. We also keep records of the children including:

- Personal Records- will record information including registration and consent forms, contact

information, correspondence from other agencies regarding the child and or family, health issues and any other, relevant, confidential information. These records will be stored securely in a lockable cabinet. Parents will have access only to their own child's file.

- Progress and Achievement Records- may include samples of the children's work, photographs, observations of the child's progress in the school and any other relevant information pertaining to the child's progress. These records are usually kept in your child's class, and can be accessed and contributed to by children, staff and parents. Parents will only have access to their own child's records.

All information regarding children and /or their families will be accurate and up to date and shared only with the appropriate personnel. The educational records relating to a pupil shall be preserved by the responsible body for a period of five years following the pupil having ceased receiving school education (The Pupils' Educational Records (Scotland) Regulations 2003, Section 4).

In collecting, holding and processing personal data the school complies with current Data Protection rules and guidance 2018.

All issues regarding the employment and management of staff are confidential to the people directly involved i.e. the staff member and those involved in making the decisions. Staff will have their own personal record containing relevant information and they will have access only to their own personal record. Records will be kept securely by the person specified by the employer as having access to the personnel files. Records will be disposed of by shredding and will be kept no longer than necessary. Records will be regularly reviewed and information no longer required will be deleted. Any personal information regarding a member of staff will not be passed to another person without their prior knowledge and consent. Information regarding an individual's performance will be confidential as will any disciplinary or grievance matters in which they are directly involved. Any breach of these procedures will be investigated and will result in disciplinary action being taken if involving a staff member.