Confidentiality Statement

Approved by:	Board of Trustees	**Date:** 27th August 2026
Last reviewed on:	5th August 2026	
Next review due by:	4th August 2027	

Our work may bring us into contact with confidential, personal, sensitive and safeguarding information relating to pupils, families, staff, volunteers, governors, trustees and other stakeholders.

To ensure that all those using and working in the school can do so with confidence, we will respect confidentiality in the following ways:

a) Parents/carers may request access to records relating to their own child, subject to applicable data protection legislation and safeguarding considerations, but will not have access to information relating to other pupils

b) Staff will only share information relating to individual pupils where there is a legitimate educational, safeguarding or professional reason to do so, and only with those who have a need to know

c) Information given by parents/carers to school staff will not be passed on to third parties, unless the information forms part of a safeguarding concern. Staff must never promise absolute confidentiality where safeguarding concerns are identified. Information will be shared where necessary to protect a child or vulnerable individual

d) Personnel matters, including attendance, disciplinary, grievance, capability and wellbeing matters, will remain confidential and will only be shared with those who have a legitimate need to know. HR advice and support will be sought where appropriate

e) All staff members have access to a copy of the School Handbook, which highlights confidentiality in the professional conduct section. Staff are also expected to comply with the Trust's Staff Code of Conduct, Data Protection Policy and Guidance for use of Electronic Devices Policy

f) Any Safeguarding concerns and records will be maintained securely and shared only on a need-to-know basis, as determined by the Designated Safeguarding Lead (DSL) or Deputy DSL

g) Students, volunteers, agency workers, contractors, governors and trustees who may have access to confidential information will be advised of their responsibilities and will be expected to comply with this statement and any associated policies

h) Trustees, Governors and Committee Members must maintain confidentiality regarding information received in the course of their duties and comply with the Trust's Code of Conduct

i) Staff, volunteers, governors and trustees must ensure that confidential information held electronically is stored, shared and disposed of securely. Systems, passwords and devices must be used in accordance with the Guidance for use of electronic devices policy

j) Any actual or suspected loss, unauthorised disclosure or breach of confidential information must be reported immediately in accordance with the Trust's Data Breach Procedure

k) Orchard Community Trust and its schools will process personal information in accordance with UK GDPR, the Data Protection Act 2018 and the Trust's Data Protection framework.