



St. Athanasios
Greek School | est.1969 | Cambridge

Staff and Committee Member Confidentiality and Data protection Responsibilities

All staff and Committee Members of the Greek School of St Athanasios may be party to confidential information concerning children, families, staff, financial data and any other school affairs. Any information which is received as a result of their position must remain confidential both inside and outside the School.

Confidential issues must not be discussed by members of Staff and the School Committee with parents or any other individual during and after their term in Office or employment, unless agreed by the Committee.

When necessary and consented, Staff and committee members will only discuss children's progress, behaviour and other issues with their parents and other staff and committee members in a discreet, sensitive manner and in a private area.

There may be occasions when parents wish to share information with staff and committee members on a 'need to know basis,' and this should be honoured. This is also applicable to committee members who have access to sensitive information regarding school affairs.

It is good practice in some circumstances to share information regarding a child with outside professionals e.g. therapists. In most cases this action is taken with the parent's permission. The Child Protection designated person will decide what information can be shared, taking the child's and parent's rights into consideration. In cases of grave concern for the child's safety, (e.g. Child Protection) Social Services would be contacted without parental permission.

Staff and Committee members must ensure that they do not breach the Data Protection Act 1998, which provides strict rules in this area.

It states that organisations that process personal data (names, address, emails, contact numbers, all data that lead to identification) must comply with data protection principles and the rights of the person about whom the data is processed (children, staff, volunteers).

The relevant principles in the Data Protection Act 1998 (DPA) specify the data must be:

Fairly and lawfully processed

Processed for limited purposes

Adequate, relevant and not excessive

Accurate

Not kept for longer than necessary (4 years after the end of the student's attendance at the School all documents shredded and files deleted)

Processed in line with the individual's rights

and Secure

The DPA applies to personal data in computerised, manual or any other format.

Staff and Committee members must not post confidential information on social networking networks.