

POLICY REGARDING CONFIDENTIALITY

AIM:

To prevent distribution of confidential information without the approval of the principal and the school governing body (SGB). To strengthen and promote the relationship of trust between staff members.

- The chairperson of the SGB and the principal should first discuss confidential information before making it available to the media and the community.
- The administrative officer should direct all enquiries from the media to the principal.
- Each staff member and SGB member is committed to keeping the school's affairs confidential.
- If confidential information is distributed by a staff member or SGB member, there should be disciplinary action against such member by the principal and the SGB.
- The principal should not provide any information regarding any staff member to anybody unless the staff member has given permission.
- All correspondence should be treated confidentially by the administrative officer.
- Salary information slips should also be treated confidentially.
- All confidential documentation regarding learners should also be treated with the necessary confidentiality.

This policy has been adopted:

Date	Place
EDUCATORS:	_____

PRINCIPAL:	_____
CHAIRPERSON (SGB):	_____