

CONDUCT IN RELATION TO Confidentiality

Staff should make sure that they do not **disclose confidential information** to anyone who has no right to receive it and that they do not say or write anything that would constitute a breach of confidence. Confidential information relating to employment or the Centre should only be communicated on a need to know basis or with the specific prior permission of the Business manager. Please see the Data Protection and E-Safety Policy for guidance about confidentiality and the use of social media.

Our service and school have registered with the information commissioner's office for further details of our practice reference ZB275871