

NORTON RADSTOCK COLLEGE

Title:	CONFIDENTIALITY POLICY (Summary)
Purpose:	To outline the mechanisms for maintaining confidentiality of information held in the College.
Scope:	All confidential information relating to students and staff
Responsibility:	Tutors, Course Co-ordinators, Admission Staff, Heads of School, MIS staff
Method:	<p>The word 'Confidential' is used in connection with personal information. Students need to be aware that solely personal matters shared with a member of staff will be respected and remain confidential. However, in some cases, information will need to be shared with other staff or work places.</p> <p>The full Confidentiality Policy covers:</p> <ul style="list-style-type: none"> • General Principles • Data Collection and Data Exchange • Data Protection Act • Oral Information • Work Placement • Access to Staff Information • Monitoring of Confidentiality Process
References:	The complete Confidentiality Policy is available from the Quality department or downloaded from the staff intranet.
Current From:	February 2000
Procedure Identification Code:	S11-1S