

## Confidentiality Policy

Edinburgh Montessori Arts School will maintain the confidentiality of all children's records. The records shall be the property of the school. The Principal and the Office shall maintain and secure records against loss, tampering, or unauthorised use. Employees of the school shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly, to any unauthorised person. Please note that the Children and Young People (Scotland) Act 2014 does advise information sharing with other relevant professionals in line with the Getting It Right for Every Child approach. Where there are not Child Protection concerns, parents will be notified prior to information being shared.

All records are stored in a locked cabinet and can be accessed by authorised staff only. All paper and digital records held by the school are kept in compliance with the General Data Protection Regulation. Parents are welcome to request access to their own child's files at any time.

All employees are required to sign a confidentiality agreement on commencement of employment, as are volunteers.