

DIOCESE OF EVO
(Anglican Communion)
EVO DIOCESAN SCHOOLS

SECURITY AND CONFIDENTIAL INFORMATION POLICY

1. PREAMBLE:

- 1.1 The Evo Diocesan schools requires principles and procedures relating to security and handling of confidential information to be formalized under a comprehensive policy.
- 1.2 This policy applies to all employees and volunteers of the School
- 1.3 This policy will be strictly adhered to by all concerned parties.

2. OBJECTIVES:

The objectives of this policy could be summarized as follows:

- 2.1 To ensure the security and confidentiality of every information labeled so in the Diocesan schools.
- 2.2 To ensure that all employees understand how to protect and handle confidential information.

The afore mentioned objectives shall be read in context of the Evo Schools vision, mission and core values.

3. DEFINITION

Confidential information is:

- 3.1 information which is neither trivial, nor in the public domain.
- 3.2 Information of any form, disclosed in trust to an employee or individual, which is designated as “confidential” or “proprietary”.

4. CONSIDERATIONS

The following are serious considerations pertaining to the security and handling of confidential information:

- 4.1 Employees may not disclose the nature and contents of any record to any person, staff or student unless such disclosure is permitted in terms of the employee’s job description, contract of employment, or in compliance to directives from the management.
- 4.2 Under no circumstances shall any confidential information relating to learners be discussed or shared with individuals outside the school, including parents, except with the permission of the principal.
- 4.3 Confidential information related to a learner shall not be discussed with the learner, except the employee has been advised that such action is in order.
- 4.4 When aware of any learner’s confidential information, always be mindful to act in the best interest of the learner.
- 4.5 All written confidential information is to be stored in a safe and secure place as to prevent easy access by un-authorized persons.
- 4.6 When in knowledge of confidential information, only relevant persons related to your job may be made aware of this. If shared, then it must be clearly stated that the content is confidential.

5. ROLES & RESPONSIBILITIES

The employees and principals have the following roles and responsibilities:

- 5.1 The Principal will communicate this policy to all employees
- 5.2 All employees will do well to respect and abide by the afore mentioned considerations.
- 5.3 Any employee that is aware of any event where this policy has been contravened must report such case to the Principal.

5.4 The Principal will ensure that any contravention reports are thoroughly investigated and adequately dealt with.

6. AMENDMENT:

This policy is subject to amendment by the Evo Schools Education Board in order to ensure its effectiveness in accomplishing the schools mission, vision and policy goals.

Signed:

Chairman, Evo Education Board -

Name:.....

Signature:.....

Date:.....

Secretary, Evo Education Board -

Name:.....

Signature:.....

Date:.....

Performance Improvement Coordinator,

Evo Education Board -

Name:.....

Signature:.....

Date: