

Confidentiality Policy

Independent Career Coach / Career Counsellor – Secondary Schools, England

Date: 31/08/2021

Reviewed: 01/09/2025

Next Review Due: [Insert Date]

Policy Owner: Marc Tuyens

1. Purpose

This policy sets out how Marc Tuyens manages, protects, and respects the confidentiality of information obtained while providing career coaching and guidance to students in secondary schools. It ensures compliance with **UK GDPR, Data Protection Act 2018**, and safeguarding requirements.

2. Scope

This policy applies to all personal information obtained from:

- Students (under 16 and 16+)
- Parents or guardians
- School staff
- External organisations, employers, or training providers

It covers information shared **in person, by email, online platforms, or in written reports**.

3. Principles

1. Confidentiality is Paramount

- Student information is treated as confidential unless disclosure is required for safeguarding, legal, or contractual reasons.

2. Data Minimisation

- Only information necessary for delivering career guidance will be collected and stored.

3. Transparency

- Students and parents/guardians will be informed about how their information will be used and stored.

4. Security

- Information will be stored securely (encrypted digital files, locked cabinets for paper records) and only accessible to authorised personnel.
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4. Limits to Confidentiality

Confidentiality cannot be guaranteed if disclosure is necessary to:

- Protect a student from **harm, abuse, or neglect**
- Comply with **legal obligations or statutory guidance**
- Respond to requests from schools for safeguarding purposes
- Prevent a serious threat to the **student or others**

In these cases, information will only be shared **with relevant parties** and in the **minimum necessary amount**.

5. Consent

- Consent will be sought before collecting or sharing personal information, except in cases where disclosure is required by law or safeguarding concerns.
 - For students **under 16**, parental/guardian consent is required.
 - For students **16+**, consent can be given by the student themselves.
 - Consent can be **withdrawn at any time**, with the understanding that some information may need to remain for safeguarding or legal reasons.
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6. Record-Keeping

- Records of meetings, interventions, or guidance will be maintained **securely and confidentially**.
 - Information will be retained for a minimum of **3 years** (or as required by school contracts).
 - Disposal of records will be secure (shredding paper files, securely deleting digital files).
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7. Sharing Information

- Information will only be shared **with explicit consent**, except in cases outlined in section 4.
 - Schools, parents, or external partners will receive information **relevant to their role** only.
 - Any requests for information from third parties will be **carefully assessed** and documented.
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8. Breach of Confidentiality

- Any accidental or deliberate breach will be reported **immediately** to the relevant school contact.
 - Actions will be taken to **mitigate harm**, including notifying affected parties if appropriate.
 - Breaches may lead to **termination of contracts or professional reporting** if necessary.
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9. Review

This policy will be **reviewed annually** or sooner if changes in legislation, guidance, or professional practice require it.

Signed: Marc Truyens

Name: Marc Truyens

Date: 31/08/2021