

Confidentiality Summary

Independent Career Coach / Career Counsellor – Secondary Schools, England

Provider: Marc Truyens

Date: 31/08/2021

Our Commitment

We are committed to keeping all student information **private, secure, and used appropriately**. Our guidance is delivered in a way that respects students' privacy while meeting legal and safeguarding obligations.

What We Keep Confidential

- Personal details shared by students, parents/guardians, or school staff
 - Career aspirations, skills, and academic information
 - Notes from meetings, coaching sessions, or guidance activities
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Limits to Confidentiality

We may need to share information **without consent** if:

- A student is at risk of **harm, abuse, or neglect**
- There is a **legal or statutory obligation** to share information
- There is a **serious threat to the student or others**

In these cases, only the **minimum necessary information** will be shared with relevant staff or agencies.

Consent

- **Under 16s:** parental/guardian consent required
 - **16+ students:** can give their own consent
 - Consent can be **withdrawn at any time**, except where legal or safeguarding requirements apply
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How We Protect Information

- Secure storage of all digital and paper records
 - Restricted access only to authorised personnel
 - Secure disposal of information after retention period (minimum 3 years)
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Sharing Information

- Only shared with **explicit consent**, except in safeguarding or legal cases
 - Information is only shared with those who **need to know**
 - All requests from third parties are carefully considered and documented
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Breach of Confidentiality

- Any breaches are reported **immediately** to the school
 - Actions taken to **mitigate harm** and prevent recurrence
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Contact:

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