



## PRIVACY AND CONFIDENTIALITY POLICY

**Objective:** To safeguard the privacy of personal, medical, and academic records of students, staff, and visitors.

### **Aims:**

- **Secure Storage:** Store all confidential records securely, with controlled access for authorized personnel only.
- **Data Protection Training:** Ensure all staff understand and comply with data protection regulations and confidentiality protocols.
- **Controlled Information Sharing:** Develop policies to guide appropriate and lawful sharing of information, ensuring informed consent is obtained.

### **Procedures:**

- **Consent Forms:** Require written consent for sharing any sensitive information externally.
- **Regular Audits:** Conduct periodic reviews of data handling practices to ensure compliance and security.
- **Clear Communication:** Train staff on proper procedures for handling and disclosing information.