



Recording and Confidentiality Policy **Staff, Students, Volunteers and Board Members**

During the course of their work, directors, employees, volunteers and students will have access to personal information relating to others. It is important to respect the right to confidentiality of staff and service users by having clear guidelines on how this information will be stored, when and with whom it may be shared and for how long it will be retained.

Information about staff, students, volunteers and Board members

- Personnel information should be kept securely in the MCFB office and should only be accessed on a 'need to know' basis via the Office Manager or in their absence the Chief Executive.
- Personal information such as addresses and phone numbers are kept in a card file held by the Finance Administrator.
- Supervision records for staff should be kept securely by their line manager, with a copy of the Annual Development Review placed in their personnel file.
- Information about students will be held by their practice teacher and link worker and should be kept securely.
- Information about students will be destroyed once the practice learning assessment process is complete.
- The principles of security and confidentiality apply to written information and to any form of electronic information.

Current as 09/03/10