

Nazareth House P.S. Information Policy

Nazareth House Primary school is a caring school that endeavours to respect the rights of all individuals associated with the school. We recognise the right for effective communication whilst retaining appropriate confidentiality.

To this end we comply with statutory requirements and follow the guidance provided by W.E.L. B. (Appendix I Know Your Responsibilities) The guidance covers both manual and electronic records.

Also enclosed are recommendations on good practice for staff. (Appendix ii Put Security First)

- Records of a specific confidential nature e.g. Child Protection, are stored in a locked cupboard with access only for Designated Teachers and Principal.)
- Pupil Academic records are stored in individual folders and kept for a period of 10 years.
- Requests for information are treated individually and advice sought as to the legitimacy of the request.