

Crystal Academy: Aerial Arts and Dance CIC

Confidentiality Policy

Crystal Academy: Aerial Arts and Dance CIC is committed to maintaining the highest standards of confidentiality in all aspects of our operations. This policy outlines our approach to managing personal, sensitive, and confidential information relating to our students, staff, volunteers, and associated professionals.

Purpose:

To protect all individuals associated with Crystal Academy by ensuring that personal and sensitive data is handled responsibly and lawfully, in accordance with the UK GDPR and Data Protection Act 2018.

Scope:

This policy applies to all staff, volunteers, contractors, and partners who may come into contact with confidential information during the course of their duties.

Key Principles:

- Information shared with Crystal Academy in confidence will only be used for the purpose it was collected.
- Access to personal or sensitive information is limited strictly to those who need it to fulfil their role.
- Where there is a safeguarding concern, confidentiality may be broken to protect the safety of a child or vulnerable person. In such cases, information will only be shared with relevant agencies.
- Records will be stored securely, either digitally in encrypted systems or in locked storage when physical copies are required.
- Confidentiality continues to apply after the relationship with the individual ends.

Staff and Volunteers Responsibilities:

- Must not discuss confidential information outside of their role.
- Must follow reporting procedures outlined in the Safeguarding and Whistleblowing Policies when

handling concerns.

- Are required to sign confidentiality agreements during induction.

Breach of Confidentiality:

Any breach of this policy may result in disciplinary action and, if necessary, reporting to relevant authorities.

This policy is reviewed annually or in line with changes in legislation.

Lead Responsibility: Jason Kolmer (Director & DSL), supported by Kirsty Kolmer.