



**Policy Number: 406 OLA**

**Series:** 400 (Miscellaneous)  
**Policy Title:** Pledge of Confidentiality for Employees and Volunteers  
**Effective Date:** May 15, 2015  
**Version:** 1.0

### **1.0 Purpose**

The purpose of this policy is to provide guidelines for employees, volunteers, parent volunteers, committee members, association members and school board members who volunteer to assist in the school in the area of confidentiality and to ensure that confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations.

### **2.0 Applicability**

This policy applies to all employees, volunteers, parent volunteers, committee members, association members and school board members who volunteer at Our Lady of the Angels Catholic School.

Volunteers, parent volunteers, committee members, association members and school board members are herein referred to as “volunteers”. All volunteers commit to the Pledge of Confidentiality as part of their volunteer agreement with Our Lady of the Angels Catholic School.

### **3.0 Policy**

- 3.1 Personal information is any information that identifies an individual and/or student.
- 3.2 Federal and State laws and regulations on confidentiality and separate privacy rights of students require that information you may come in contact with while in the school cannot be revealed
- 3.3 Student information includes, but not limited to, socioeconomic level, behavioral problems, or academic functioning.
- 3.4 Employees and volunteers are required to carry out tasks in a manner consistent with school expectations and values, including the maintenance of a professional, cooperative and confidential working environment.
- 3.5 Employees and volunteers should maintain appropriate standards of conduct at all times. This includes maintaining confidentiality.
- 3.6 Confidential information may only be transferred from one person to another when it is professionally appropriate and legally acceptable to do so.
- 3.7 Employees and volunteers should not share information about a student even with others who are genuinely interested in the student’s welfare, such as social workers, scout leaders, clergy or nurses/physicians (unless a grave medical emergency, in which confidential information may be necessary for a student’s care is the only exception). You must refer all such questions to the Principal.
- 3.8 Parents, friends or community members may in good faith ask questions about a student’s problems or progress. Employees and volunteers will not disclose confidential information about students, families or staff, or be drawn into

discussions about students, families or staff, with any third person or agency, which has no legal or compelling need to discuss such issues.

- 3.9 A breach of confidentiality is a serious offense. The Principal will thoroughly investigate any alleged breaches of confidentiality or privacy.
- 3.10 If in doubt about the handling of personal information, immediately seek advice from the Principal.
- 3.11 Any breach of duty to maintain confidentiality may result in termination of a volunteer position.

**4.0 References**

- 4.1 N/A

**5.0 Attachment**

- 5.1 Our Lady of the Angels Catholic School Employee and Volunteer Pledge of Confidentiality

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Pastor, Holy Trinity Church

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Pastor, Saint Peter Church

Page	Review or Change Date	Description of Change	Approved By	Scheduled Revision Date
2	N/A	New Policy	OLA School Board	May 2018



## **Our Lady of the Angels Catholic School Employee and Volunteer Pledge of Confidentiality**

Our Lady of the Angels Catholic School *Pledge of Confidentiality for Employees and Volunteers* policy outlines the principles to follow in order to protect the privacy and the confidentiality of the personal information of staff, families and students. The ability to maintain privacy and honor confidentiality builds trust; knowing that personal information is protected and secure.

When employees or volunteers use confidential or privileged information in an unauthorized manner, the resulting breach of confidentiality has many implications including causing unnecessary grief, gossip and conflict.

In a school setting, dealing with confidential information is part of daily and routine responsibility. Any confidential information received by a person in a position of responsibility during the course of conducting their employee or volunteer responsibilities, or in observing individuals at the school, is not to be shared with anyone unless authorized by the Principal.

At Our Lady of the Angels Catholic School, confidential or privileged information includes, but it not limited to:

1. Identifying information such as names, addresses, telephone numbers, e-mails and other contact information, unless published in the Our Lady of the Angels Catholic School Family Directory.
2. Student records and files (e.g., testing reports, report cards, medical conditions, behavioral problems, financial matters).
3. Conversations regarding students, staff and families.

### Confidentiality Agreement

I agree to respect the confidentiality of all personal information pertaining to Our Lady of the Angels Catholic School and the individuals of the organization. I understand that should I fail to report a breach or to comply with this agreement or Board Policies, I will be subject to disciplinary action, up to and including termination of my employment or termination of my trusted volunteer position. I therefore commit to conduct the business of the school with the utmost respect and discretion.

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Employee/Volunteer Signature

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Date