



Confidentiality Policy

Date Adopted:	Date of last review:	To be reviewed next before/on:
March 2026	New Policy	September 2026

1. Purpose of This Policy

Phoenix AcroDance Academy (PADA) is committed to protecting the privacy, dignity, and safety of all students, families, and staff. This policy outlines how confidential information is collected, used, stored, and shared within the academy. Our aim is to ensure that all members of our community feel safe, respected, and confident that their personal information is handled responsibly.

2. Scope

This policy applies to all PADA staff, assistants, volunteers, contractors, and visiting professionals. It covers all forms of information, including written, digital, verbal, photographic, and video content.

3. What We Consider Confidential Information

3.1 Student Information: names, ages, contact details, medical information, injuries, allergies, behavioural notes, safeguarding notes, progress reports.

3.2 Family Information: contact details, payment information, personal circumstances.

3.3 Operational Information: internal policies, staff details, incident reports, rehearsal footage, choreography, non-public communications.

4. How We Use Confidential Information

Confidential information is used only for legitimate academy purposes such as safety, teaching, communication, administration, and legal obligations. Information is shared strictly on a need-to-know basis.

5. Storage and Security

Digital information is stored on secure, password-protected systems with restricted access. Physical documents are kept in locked storage. Media content is stored securely and shared only with consent.

