



Confidentiality Policy

Date Adopted:	Date of last review:	To be reviewed next before/on:
28 th August 2026	1 st March 2026	September 2027

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.

6. Sharing Information

Information may be shared only when required for safeguarding, emergencies, legal requests, teaching needs, or with parental consent. Staff must never discuss students or families outside professional contexts.

7. Prohibited Actions

Not permitted: sharing information with unauthorised individuals, discussing confidential matters publicly, removing documents without permission, or using student information for personal reasons.

8. Staff Responsibilities

All staff must follow this policy, maintain confidentiality, report breaches, and seek guidance when unsure. Breaches may result in disciplinary action.

9. Student Privacy

PADA respects student privacy, including discreet handling of sensitive matters, appropriate supervision, protecting identities, and handling incidents with care.

10. Photography & Filming

Consent is required for photos or videos. Images are used only for agreed purposes. Parents and students may not film others without permission from PADA. Performance footage is confidential unless authorised.

11. Safeguarding Exceptions

Confidentiality may be broken if a child is at risk of harm or a safeguarding referral is required. Information is shared only with appropriate authorities.

12. Data Retention

Records are kept only as long as necessary. Safeguarding records follow statutory retention periods. Families may request access to their information in line with data protection laws.

13. Questions or Concerns

Families or staff may contact administration of Phoenix AcroDance Academy by email, for questions regarding confidentiality.

Phoenix AcroDance Academy staff are responsible for the implementation of this policy and for ensuring that it is reviewed annually and updated as required. **Next Review: September 2026**

Signed R. Walker Date 28/08/26

Print Name Robert Walker Position Principal