



CHIVIRIKANI PRIMARY SCHOOL

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SCHOOL POLICY

Confidentiality

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016

PURPOSE

- To prevent distribution of confidential information without the approval of the principal and the School Governing Body (SGB).
- To strengthen and promote the relationship of trust between staff.
- The chairperson of the SGB and the principal should discuss confidential information before making it available to the media and the community.
- The administrative officer should direct all enquiries from the media to the principal.
- If confidential information is distributed by a staff member or SGB member, there should be disciplinary action against such member by the principal and the SGB.
- The principal should not provide any information regarding any staff member to anybody unless the staff member has given permission.
- All correspondence should be treated confidentially by the administrative officer.
- Salary information slips should also be treated confidentially.
- All confidential documentation regarding learners should also be treated with the necessary confidentiality.

