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MARINA INTERNATIONAL SCHOOL CONFIDENTIALITY POLICY

The **Confidentiality Policy** at Marina International School outlines the responsibilities of all employees in maintaining the confidentiality of sensitive information, including student records, staff data, and school affairs. This policy ensures that all confidential information is protected from unauthorized disclosure, loss, or misuse, in accordance with data protection laws and accreditation standards, such as those required by COBIS (Council of British International Schools).

Employees are expected to handle confidential information with care, using it only for the purposes necessary for their duties and ensuring it is securely disposed of when no longer needed. Any breach of confidentiality, whether accidental or intentional, is a serious matter and may result in disciplinary action.

The policy extends beyond employment, meaning that employees must continue to respect confidentiality after leaving the school. Marina International School is committed to providing ongoing training to ensure all staff understand their responsibilities in safeguarding sensitive information.

By adhering to this policy, employees help maintain the trust of students, parents, and the wider community while ensuring compliance with legal and regulatory requirements.

Reviewed on: 11/2/2025