



Performance Through People

## Learner Confidentiality Policy Statement

Performance Through People (PTP) regards the lawful and correct treatment of personal information as very important to maintaining confidence between PTP and Learners and potential learners.

To ensure that all those using and working with information within PTP can do so with confidence, we respect confidentiality in line with the requirements of the Data Protection Act 1998 (DPA).

Information relating to the educational achievement and progress of the learner will be shared with relevant PTP staff. The Education Act bestows certain rights to parents/guardians/sponsors relating to their child's education (if they are under 18 years of age) and therefore PTP has an obligation to provide parents/guardians/sponsors with essential information relating to each learner's educational achievement and progress. In addition, sponsors of learners over the age of 18 will be provided with essential information relating to their educational achievement and progress. In other situations, learners under eighteen years of age have a legal right to confidentiality and their views must be taken into account.

Other information will not be passed on to a third party without the learner's consent, except in exceptional circumstances when it is necessary to breach confidentiality. These situations are outlined below:

- In matters relating to the protection of children and vulnerable adults (please refer to PTP's Safeguarding Policy for additional information)
- Where there is a perceived 'immediate significant' threat to life
- Where the information will help to prevent a criminal offence from being committed

Any decision to break confidentiality should always be preceded by informing the learner of what is about to happen and the reason for the decision. It is therefore essential that members of staff understand what is meant by the above and for that reason, do not promise absolute confidentiality to the learner in such situations.

Any information held, in whatever format e.g. paper, electronic, etc, in a filing system which allows easy accessibility, is covered by the DPA 1998. All users of this information are covered by the principles of Data Protection.

PTP's Data Protection policy is available on request.

A handwritten signature in black ink, appearing to read 'Rob Colbourne', is written over a light blue horizontal line.

Rob Colbourne  
Managing Director