

# CONFIDENTIALITY HINTS

**C**ontrol information about students

**O**nly share information with those who need to know and how have proper authorization

**N**ever discuss school information about students while attending social events

**F**ollow guidelines if you are approached for confidential information

**I**nteract with those who inquire in a manner in keeping with your responsibilities

**D**on't discuss student situations in the lounge with staff that don't have a need to know

**E**xplanations for not discussing a student are easier than explanations for inappropriate divulging confidential information

**N**ot sharing is caring

**T**hink about privacy

**I**t is important that things which happen at school stay at school

**A**ppropriate information exchanges carries with it responsibility

**L**earn how to handle uncomfortable inquiries in a positive and courteous, but confidential way

**I**dentify acceptable ways that necessary people can access information

**T**reat confidential information as if your job depends on it . . . it may

**Y**ou are a part of positive public relations for your school.

Confidentiality is a cornerstone.