



POLICIES AND PROCEDURES DOCUMENT				
DOCUMENT TITLE: Confidentiality Policy				
This Document is Relevant for:	DENTAL <input checked="" type="checkbox"/>	EARLY YEARS <input checked="" type="checkbox"/>	FUNCTIONAL SKILLS <input checked="" type="checkbox"/>	ADMIN <input checked="" type="checkbox"/>
Document Author: JOHN Turner				
Is this policy document new or revised / or has minor amendments? If Yes, please state the reason for the amendments?				
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Associated Documents:				
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SIGNED OFF BY: NAME: John Turner  SIGNATURE:				

Confidentiality Policy

1. Purpose

The purpose of this Confidentiality Policy is to ensure that all sensitive information acquired during the course of training activities is handled with the utmost confidentiality and care. This policy applies to all employees, contractors, and trainees of ASA Training.

2. Scope

This policy covers all forms of information including but not limited to personal data, training materials, client information, and internal documents. It applies to all individuals who have access to such information.

3. Definition of Confidential Information

For the purposes of this policy, "Confidential Information" includes:

- Personal data of trainees and clients (e.g., names, contact details, educational background).
- Proprietary training materials (e.g., course content, manuals, exercises).
- Business and financial information (e.g., contracts, payment details).
- Internal communications and documents (e.g., internal memos, employee records).
- Any other information designated as confidential by ASA Training

4. Responsibilities

Employees and Contractors: Must protect Confidential Information and ensure it is not disclosed to unauthorised individuals. They must also avoid discussing confidential matters in public or unsecured areas & online through social media outlets.

Trainees: Must respect the confidentiality of any proprietary information or materials shared during the training.

5. Handling and Protection of Confidential Information

Confidential Information must be stored securely, whether in physical form (locked cabinets) or electronic form (password-protected files, encrypted data).

Access to Confidential Information should be limited to individuals who require it for their job functions.

Confidential Information should not be shared via unsecured channels (e.g., personal email accounts) or with unauthorised third parties.

6. Disclosure of Confidential Information

Disclosure of Confidential Information is only permitted when required by law or with the explicit consent of the affected individual or entity.

Requests for information should be directed to authorised personnel, who will assess and handle the request according to legal and contractual obligations.

7. Training and Awareness

All employees and contractors will receive training on the importance of confidentiality and the procedures for handling Confidential Information.

Trainees will be informed of their obligations to maintain confidentiality as part of their induction.

8. Breach of Confidentiality

Any breach of this Confidentiality Policy, whether intentional or accidental, should be reported immediately to the Senior Business Manager

Breaches will be investigated, and appropriate corrective actions will be taken. Disciplinary actions may be implemented as necessary, up to and including termination of employment or contract.

9. Policy Review

This policy will be reviewed annually or as needed to ensure it remains current and effective.

Any amendments to this policy will be communicated to all relevant parties.

10. Contact Information

For any questions or concerns regarding this Confidentiality Policy, please contact:

John Turner – Senior Business Manager

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