



# Confidentiality Policy

## 1. Purpose of This Policy

White Oryx Academy is committed to maintaining the confidentiality of all personal, sensitive, and organisational information entrusted to us. This policy outlines how such information must be managed in order to uphold trust, safeguard individuals, and meet legal and ethical obligations within our operations in Qatar.

## 2. Scope

**This policy applies to:**

- All staff, coaches, and volunteers
- Contractors, consultants, and representatives of partner organisations
- Any individuals who access confidential information while working with the Academy

**It includes all forms of information and communication, whether verbal, written, digital, or visual, relating to:**

- Children, young people, and their families
- Employees and volunteers
- Programme operations and internal processes
- Safeguarding concerns or investigations
- Medical or personal information
- Financial, commercial, or strategic data

## 3. Definition of Confidential Information

**Confidential information includes, but is not limited to:**

- Student records such as medical details, attendance logs, progress reports, and safeguarding notes
- Parent or guardian contact information
- Staff performance, contractual, or disciplinary matters
- Internal documents including financial reports, future plans, and evaluations
- Unpublished policies, operational plans, and communications
- Any disclosure or concern raised that relates to the welfare of a child

## 4. White Oryx Academy's Commitment

**White Oryx Academy will ensure that:**



- Confidential information is protected and handled sensitively
- Access to information is granted only to authorised individuals for legitimate purposes
- Physical and digital records are securely stored and managed
- Data protection legislation in Qatar and international best practices are upheld

## **5. Responsibilities of Staff and Volunteers**

**All individuals working with or on behalf of White Oryx Academy are expected to:**

- Treat all personal and sensitive information as confidential
- Share confidential information only when authorised and where necessary
- Avoid discussing confidential matters in public or informal settings
- Report any incidents of data misuse or unauthorised disclosure immediately
- Sign a confidentiality declaration as part of their onboarding process
- Continue to respect confidentiality obligations after their role has ended

## **6. Safeguarding Responsibilities**

Confidentiality does not override the responsibility to protect children.

**If a child shares information that raises concern for their safety or wellbeing:**

- This information must be shared immediately with the Designated Safeguarding Lead
- Staff must not promise to keep the information secret
- Any disclosure must be documented and handled according to the Safeguarding and Child Protection Policy

## **7. Breaches of Confidentiality**

**Failure to adhere to this policy may result in:**

- Disciplinary action for staff or volunteers
- Termination of contracts or working relationships
- Referral to external authorities where necessary
- Legal action under Qatar's data protection legislation

## **8. Monitoring and Review**

This policy will be reviewed annually or when there are significant legal or operational changes. All updates will be communicated to relevant individuals and stakeholders.



**Last Updated:** April 2025

**Next review:** April 2026