

18 POLICY: CONFIDENTIALITY

Aim

To ensure that enquires and information given out to third parties relating to Montessori Children's House Wanaka are handled in a professional and confidential manner

18.1 Guidelines

Employees undertake in their contracts not to disclose to any person, or make use of, any information or materials regarding personal details of any other employee, trustee, parents or child that has been obtained during the course of their employment with Montessori Children's House Wanaka both **during and after their employment.**

- 18.1.1 Employees are required to use their best endeavours to promote, develop and extend Montessori Children's House Wanaka's business interests and reputation and not do anything to its detriment.
- 18.1.2 All interviews or statements given to the media and relating to an incident involving Montessori Children's House Wanaka, staff, parents or children will be directed to the chairperson of the Board. No interviews or statements are to be given to the media without the permission of the Board of Trustees.
Any day to day events or marketing will be organised by the Managing Teacher.