



Confidentiality Policy: Madrasah Al Furqan

1. Purpose

This policy outlines the commitment of Madrasah Al Furqan to protecting the confidentiality of personal, academic, and administrative information. It ensures that staff, students, parents, and stakeholders understand their responsibilities regarding sensitive data.

2. Scope

This policy applies to all staff members, volunteers, students, parents, and any external parties who may have access to confidential information related to the Madrasah.

3. Confidential Information

Confidential information includes but is not limited to:

- Personal details of students, staff, and parents.
- Academic records and student performance reports.
- Financial details and donations.
- Internal discussions, reports, and strategic decisions.
- Any sensitive or private communication shared within the Madrasah community.

4. Responsibilities

All individuals covered by this policy must:

- Maintain confidentiality and avoid unauthorised disclosure of sensitive information.
- Store and handle confidential records securely.
- Obtain consent before sharing personal information unless legally required.
- Follow appropriate procedures for the disposal of confidential documents.

5. Disclosure and Breach

Unauthorised access, sharing, or misuse of confidential information is strictly prohibited. Any breaches of confidentiality must be reported immediately to the Madrasah administration. Violations may result in disciplinary action.

6. Exceptions

Confidentiality may be overridden in cases where disclosure is necessary:

- To safeguard a student or staff member's welfare.
- In compliance with legal obligations or regulatory authorities.
- With consent from the involved parties.

7. Review and Amendments

This policy shall be reviewed annually and amended as necessary to ensure ongoing compliance with regulations and best practices.

Next Review Date: 31 August 2026

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