

Confidentiality Policy

Policy Theme:

BITFORS/LSBE is not allowing the disclosure of information of its learners, clients, partners and employees to any third party.

The school is dealing with such information with the highest level of confidentiality and any misuse or breach of such confidentiality will not be tolerated and will be strictly investigated and immediate disciplinary actions will be taken against anyone breach the school's confidentiality policy.

Policy Coverage & Description:

Confidentiality covers all kind of information that are submitted and/or being shared with the school as a result of official interaction.

Theses information whether being requested by the school like personal information, passport copies, ID copies, copies of certificates and any other requested documents and/or being shared through conversations like previous experience, personal plans and any other information of personal type are treated in discrete manner and not allowed to be shared with any third party.

All the information that the school receive from the trainees, trainers, corporate clients and internal employees and staff will be saved with high security to prevent irrelevant access to them and avoid any misuse of the information.

The data will be shared only through legal channels and in accordance with international laws and regulations, like sharing passport copies and personal documents with Awarding Bodies when requested. Sharing Awards and Certificates of trainees with employers when requested by the trainee.

The IT department has to set the highest security level to save all information saved on the system and the cloud and to set security plan that assures that all the data are kept secured and not being exposed to any hacking trials.

Official Requests for Information:

In case the School receives a request for information related to one of the trainees, clients, trainers, suppliers and employees the request should be communicated to the concerned person and he/she can advise the school whether to provide the requested information or not.

In case the person permits the school to share his/her information to a certain party, this permission should be given in writing stating the purpose of the permission and party allowed to receive such information.

If the request for information is from a government body or authority this request has to be handled through the School's President only to decide for the urgency and necessity of disclosing the information needed.

Legislative Framework

This policy is abiding with the requirements of USA, EU, and UK for data protection and will be revised regularly to make sure that it is following all the regulations and norms that confirm the protection of privacy and personal data along with local laws and regulatory bodies.

Implementation Assurance

The policy will be communicated to all related employees as well as to all officers whose job allows them to have access to data of nature mentioned above. School's Top Management will highlight the importance for strictly following the policy otherwise immediate disciplinary actions reaches to firing and dismissal will be taken

Orientation

The policy will be part of the orientation given to all staff members and a copy of the policy will be given to them. In addition, the policy will be highlighted in the staff corner where all employees can find new regulations or instructions posted.

Document Control (Confidentiality Policy)				
Owner	Developed by	Date	Approved by	Future Review Date
BITFORS/LSBE	DTMG	Nov 2024	BITFORS/LSBE President	Feb 2025
Code		BITFORS/LSBE/ADMIN/CFDP/CFD-PLC/V.01/Nov2024		