

Confidentiality Policy

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BRITISH AMERICAN DRAMA ACADEMY

Registered charity: 291796.
Company limited by guarantee registered
in England & Wales. Reg No. 1828640.

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BADA is committed at every level, and in all aspects of the service it offers, to providing a confidential service to all its staff, faculty, contractors and students. In the same way, BADA expects all staff, faculty, contractors and students to comply at all times with the provisions of the Data Protection Act when handling information relating to BADA, or other staff, faculty, contractors or students. This policy covers confidential information held in all formats, paper or electronic.

It is expected that you will not disclose, either during or after termination of your contractual relationship with BADA, any information of a confidential nature, relating to BADA, its students, suppliers, staff or faculty without prior agreement.

You should not remove any documents or tangible items which belong to BADA or which contain any confidential information from the BADA premises, without prior agreement and must return them on leaving the organisation.

No conversations regarding BADA staff, faculty, contractors or students should take place with, or in front of, anyone who does not work for BADA, either as a volunteer or paid employee or contractor.

No personal information about staff, faculty, contractors or students will be given to any third party except for American Friends of BADA (afbada.org). In the event of alumni, staff, faculty, contractors or students wishing to contact one another, BADA would seek prior consent and offer an intermediary service.

BADA acknowledges that staff, faculty, contractors and students remain responsible for their own lives. However, in certain circumstances BADA reserves the right to break confidentiality should this be deemed necessary. These circumstances include:

- If staff, faculty, contractors or students discloses information that may indicate risk to children.
- If BADA believes that a staff, faculty member, contractor or student could cause danger to themselves or to others.
- If staff, faculty, contractors or students disclose information relating to a crime or possible terrorist threat.

Record keeping, statistics, evaluation and monitoring are important parts of how BADA operates and ensuring its standards are maintained. We also recognise it is vital that staff, faculty, contractors and students are entitled to, and trust that they can rely on, us for confidentiality at all times.

- Any written report on staff, faculty, contractors or students are kept securely
- Where possible the express permission of the staff, faculty or student will be sought before storing names, addresses and phone numbers.
- Staff, faculty, contractors or students may ask to see any written records held about them by BADA.
- Any letters or printed online messages will be kept securely. If a letter or online message is received which we would like to use in publicity, we will seek the permission of the writer to ensure that they are happy for us to do this. Information about a student or employee will never be used for publicity purposes unless consent has been obtained.

- Data will only be collected to assist in planning, marketing and supervision and for the maintenance and updating of records in our Alumni database.
- Data collected enables us to evaluate and monitor the service we offer and also to maintain contact with our Alumni, keeping them up to date with BADA's developments and alerting them to events of interest. To aid in this BADA shares information only with American Friends of BADA (afbada.org) and no other third parties.

Failure to comply with this policy will be regarded as serious misconduct and dealt with under the BADA Disciplinary and Grievance Procedure.