



Confidentiality Policy

VTS acknowledge that all personal information is highly sensitive and should be handled carefully.

VTS is committed to respecting the confidentiality of learners, parents, employers and other organisations (*from here on in collectively referred to as third party(ies)*). Learners have the right to decide what information they share with VTS. They also have the right to know what information is held about them and change this information if it is inaccurate.

VTS staff will only divulge personal details of third parties in accordance with the Data Protection Act. VTS will ensure that all staff are aware of our commitments under the Act. Our commitments are:

- To not use personal data held for any purpose other than that required for the statutory functions of organising information, training, statistical and advice services for third parties.
- Where disclosure of personal data is permitted, the processing will always be done in a way that is fair to the person to whom the data relates.
- To always ensure that a signature is obtained from individuals for processing of personal data which confirms that their permission has been granted.
- To gain consent from third parties for every additional type of purpose for which the personal data may be used.
- To tell all third parties as comprehensively as possible what happens to their data.
- To obtain consent from third parties to publish their details on the Internet.
- To only publish information on the VTS (<http://www.vts.ac.uk>) website
- VTS will encourage those with concerns to contact Nova
- VTS will provide as much information as possible about the concern to enable Nova to conduct appropriate enquiries.

VTS complies with the requirements of the Data Protection Act 1998

Signature _____ Date _____