



Stirling
School of English SCIO
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Confidentiality

Volunteers

At all times knowledge of volunteers' personal details are restricted to those who need to know and passed on only with the volunteers' consent in line with our Data Protection Policy.

Regard is taken to storage of confidential documents. Please see our Data Protection Policy for more details.

If the work of a volunteer is emotionally demanding, he/she should seek additional support from the Volunteer Manager.

Students

At all times knowledge of students' personal details are restricted to those who need to know in line with our Data Protection Policy.

All non-educational issues relating to students will be treated with the utmost confidence.

If special personal problems arise for students, the tutor should inform the Volunteer Manager or advise the student to speak to the Volunteer Manager him/herself.

This confidentiality policy to be reviewed annually in May/June by the Board of Management.

Date of last review: June 2022