



Learner Confidentiality Policy

Kate's Training CIC

1. Purpose and Scope

Kate's Training CIC offers confidential services, and your safety and wellbeing are important to us. During the training, our students have opportunity to share their own examples and personal experiences that may be sensitive and need to be kept private and confidential.

2. Learner Confidentiality Responsibilities

- Students have the right to feel secure that sensitive information will not be shared or discussed outside the boundaries of the training session. Therefore, we ask all delegates to sign a confidentiality statement in the beginning of each training session in the classroom and prior each online training (Distance Learning Training).
- Students are allowed to share, what they have learned during the training session, however, not to share any sensitive information that other participants have disclosed.
- Students are not allowed to take any pictures during the training session, including themselves (Selfies), any pictures of another person or the training room, Power-point presentation or props used for the training purposes unless agreed with the trainer.
- Students are allowed to take written notes and at the end of each training they will receive booklets with the content, however any recording – audio or video is not allowed.

3. Breaches of Confidentiality

We take the confidentiality very serious and breaking confidentiality, for example posting any pictures on social media or discussing personal details outside of the training, may result in taking legal action.

Students, who have been noticed of breach of this rule during the training will be asked to leave the training without possibility of completing the training and they will not receive refund.

4. Contact, Related Policies and Policy review

We are thankful for your cooperation on this matter. Should you have any questions, please do not hesitate to contact us at: support@katestraining.uk; 07362512257 or 01617062276. This policy should be read alongside the Privacy Policy and other Policies and will be updated every 12 months from the date of last review and as and when required.

Policy owned and approved by Board of Directors at Kate's Training CIC	
Policy team	K. Gorski, K. Metcalfe, D. Gorski, E. Adelakun
Main contact	Kate Gorski, kate@katestraining.uk , 01617062276, 07362512257

Kate's Training CIC is a community interest company limited by guarantee registered in England and Wales (Registration number 15816406).



Effective date	1 st September 2026
Next review	1 st September 2027, or as and when required
Applies to	Directors, Employees, Workers, Volunteers, Trainers, Contractors

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