1. PURPOSE
To ensure that confidential information, in any format, is not divulged outside.

2. APPLICATION
All students, staffs and stakeholders

3. EXCEPTIONS
N/A

4. POLICY STATEMENT
Confidentiality and Security Policy
Confidential Information Disclosed by Students or Enquiring Students to the Institute
Insworld Institute discloses that all information of students and enquiring students shall strictly remain as confidential information. Confidential information shall include disclosed or submitted, orally, in writing, or by any other media, to the Institute by students and enquiring students.

Confidential Information received by the Institute in Respect of Students or Enquiring Students to the Institute
Insworld Institute discloses that all information about students and enquiring students shall strictly remain as confidential information. Confidential Information shall include all data, materials, contacts, invoices, documents, financial information, including exam results and other assessment materials, information and results disclosed or submitted, orally, in writing, or by any other media, to the Institute about students and enquiring students.

Institute Staff Obligations in Respect of Stakeholders’ Confidential Information
The Institute staffs agree that the Confidential Information is to be considered confidential and proprietary to students, enquiring students and all other stakeholders and shall not use the Confidential Information other than for the purposes of its business with the stakeholder, and shall disclose it only to its officers, directors, or employees with a specific need to know. Insworld Institute Staff will not disclose, publish or otherwise reveal any of the Confidential Information to any other party whatsoever except with the specific prior written authorization of the Owner. For confidentiality policy in respect of specific stakeholders see the Appendix A.