



Confidentiality Policy

At **New Alternative Path** we are committed to maintaining the highest standards of confidentiality. We recognize the sensitivity of the information entrusted to us by students, parents, educational institutions, and partners, and we take every step to ensure such information is protected against unauthorized use or disclosure.

Scope

This policy applies to all employees, contractors, consultants, and third parties who have access to confidential information handled by the consultancy.

Definition of Confidential Information

Confidential information includes, but is not limited to:

- Student personal details (e.g., names, addresses, contact details)
 - Academic records and application documents
 - Agreements and communications with partner institutions
 - Internal business processes, strategies, and data
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Policy Commitments

1. **Respect for Privacy** – All personal and academic information will be treated with the highest level of care and confidentiality.
2. **Restricted Access** – Access to confidential information will be limited strictly to authorized personnel who require it for their official duties.
3. **Non-Disclosure** – Employees, contractors, and third parties must not disclose confidential information to unauthorized individuals or organizations, during or after their engagement with the consultancy.
4. **Data Security** – Confidential records will be stored securely (physically and electronically) and protected from unauthorized access, loss, or misuse.
5. **Use of Information** – Confidential information will only be used for legitimate business purposes in line with our consultancy's objectives and with the consent of the individual(s) concerned.
6. **Third-Party Sharing** – Information will only be shared with third parties (such as educational institutions) when necessary, lawful, and with appropriate safeguards in place.



7. **Training & Awareness** – All staff and contractors will receive training on confidentiality obligations and best practices.
8. **Breach Management** – Any breach of confidentiality must be reported immediately. Violations will be investigated and may result in disciplinary action or legal consequences.

Responsibilities

- **Management** is responsible for ensuring confidentiality measures are in place and enforced.
- **Employees & Contractors** are required to sign and comply with confidentiality agreements and always follow this policy.
- **Third-Party Partners** must adhere to equivalent confidentiality standards when handling shared information.

Policy Review

This Confidentiality Policy will be reviewed annually, or sooner if required by changes in law, regulations, or business practices.

Date: 1st July 2025

Signed By: Gotse Gyorshevski

TO BE REVIEWED: SEPTEMBER 2026