



How Can TEFL Teachers Protect Learner Privacy and Confidentiality?

S06E03 | For teachers to adapt to their learners

Teaching focus

Personal experiences can make English practice meaningful, but a learner needs a comfortable way to decline a question. We can offer a general situation, a fictional example or another topic without asking them to explain why. For practical preparation, jump to workplace documents , screen sharing , recordings and saved files or our ten-point privacy checklist .

Our suggested routine

1. Does the learner need to answer this personally?
2. Have I offered a fictional or general alternative?
3. Am I continuing because the language needs development or because I am curious?
4. Does the learner appear comfortable?
5. Am I drawing attention to an absence or private situation?
6. Is everyone authorised to see this document or screen?
7. Have names and sensitive details been removed?
8. Am I protecting my own background, screen and notes?
9. Before recording, have we checked the approved purpose, applicable requirements and who can access it?
10. Do we know why we are keeping any files or recordings and when to review or remove them?

After the attempt

What could learners do? What needed another model or a smaller step? Choose one useful adjustment and try the task again.

Notes for our next lesson

Read the full teaching article and listen to the episode at howtoenglishpod.com