



Battling Brook Primary School

Confidentiality Policy

FOR ALL VOLUNTEERS/PLACEMENTS

Date adopted by Governing Body:

Signed on behalf of the Governing Body:

Name in block:

Review Date:

CONFIDENTIALITY POLICY FOR ALL VOLUNTEERS/PLACEMENTS

Battling Brook Primary School acknowledges that information relating to children is sensitive and needs to be handled carefully.

Commitment:

Battling Brook Primary School will comply with the Data Protection Act 2018.

Implementation:

We will ensure that all staff are aware of, and agree to adhere to, the confidentiality policy.

Unauthorised access to data about pupils and staff will be prevented by a password system for the database, and secure storage of paper records. Procedures to restrict access are written in the Acceptable Use Policy for Staff, Governors and Volunteers.

Breaches of confidentiality will be treated as a serious matter.

At all times you must be aware of the need for certain information obtained in the course of your day to remain confidential in relation to your work and you must not use or disclose to any person, either during or at any time after your employment any confidential information about the business or affairs of the Academy Trust and or its Local Governing Body or about any other matters which may come to your knowledge in the course of your employment. For the purposes of this statement Confidential Information means any information or matter which is not in the public domain (except as a result of your breach of this agreement) and which relates to the affairs of the Academy Trust and or its Local Governing Body. Confidential information includes for example but is not limited to; financial records, personal or medical information relating to pupils, staff, parents or governors which should not be disclosed.

For the avoidance of doubt, the restriction in this clause does not apply to:

- (a) Preventing you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996; or
- (b) Use or disclosure that has been authorised by the Academy Trust and or its Local Governing Body as required by law or by your employment.

If you have any doubt about being asked to supply information to another employee or a representative of an outside body, you should refer the matter to your line manager.

Date:

Signed: