



Confidentiality Agreement

This confidentiality agreement is entered into by and between St. Mary's CE Primary and _____ for the purpose of preventing the unauthorised disclosure of confidential information in line with your duties to protect personal information, under the UK GDPR and the Data Protection Act 2018.

For the purpose of this agreement, "confidential information" will include all information or material that constitutes personal information under the UK GDPR about any pupil, parent, member of staff or stakeholder of the school, or has or could have value, commercial or otherwise, in the business in which the disclosing party is engaged.

I declare that I will only share or disclose information regarding the school with other professionals who have a legitimate need to know about it. I will, therefore:

- Not disclose confidential information to any unauthorised person without the discloser's consent.
- Act in good faith at all times in relation to the disclosure of confidential information.
- Not post confidential information regarding pupils, staff, parents or other stakeholders on social media; nor will I contribute to discussions on social media regarding the school or anyone associated with it.
- Assure that conversations of a sensitive nature regarding pupils, parents, staff, volunteers or other stakeholders only take place in a private space and with appropriate individuals who have been authorised to know the information.
- Comply with the school's Records Management Policy when completing tasks pertaining to paperwork or online documents that include personal or sensitive information on it.
- Ensure that all data I handle is handled in line with the Data Protection Policy, and that I am thorough and careful when it comes to securing and erasing data.
- Undergo any relevant data protection training the school deems necessary for my role.
- Not disclose any information, or partake in any discussions with unauthorised individuals, about ongoing investigations into allegations against staff members, volunteers, governors or stakeholders.
- Be fully aware that other staff, volunteers or stakeholders may have connections within the school and may overhear conversations of a sensitive nature.
- Uphold the good name and reputation of the school at all times; inside and outside of school.

I am aware that confidentiality obligations must not prevent me from sharing necessary information for the purposes of keeping children safe and promoting their welfare, and that I am protected under the Public Interest Disclosure Act with regards to sharing confidential information for the purposes of whistleblowing – I am aware that nothing in this agreement precludes the sharing of information to this effect.

I will hold and maintain the confidential information in strictest confidence for the sole and exclusive benefit of the school; therefore, I will not, without prior approval of the school, use for my own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of the school, any confidential information.

I have read and understood the school's Staff Confidentiality Policy and will act in accordance with this policy at all times.

Information which may be deemed as 'sensitive' will not be disclosed to people where it is not wholly necessary. This includes information in relation to the following:

- Pupils of the school
- The running or management of the school
- The school's finances
- Personal details of pupils or staff
- Information regarding progress and attainment which is not published on the school website

By signing this agreement, you are agreeing to your duty to hold confidential information in confidence – this will remain in effect until the information no longer qualifies as confidential, or until the school sends written notice releasing you from this agreement, whichever occurs first.

Please retain a copy of this agreement and send a signed copy back to the school office. If you have any questions or concerns, please contact the headteacher.

Name of individual	
Role	
Signed	
Date	
Name of headteacher	Mr. M. Piper
Signed	
Date	