

**Federation of Sibertswold Church of England and Eythorne Elvington Community
Primary Schools**

CONFIDENTIALITY AGREEMENT - Code of Conduct

During the course of your time employed by/training at the Federation of Sibertswold Church of England and Eythorne Elvington Community Primary Schools you may acquire or have access to confidential information which must not be disclosed to any other person unless in pursuit of your duties or with specific permission given by a member of the Senior Leadership Team. This condition applies during your relationship with the school and after the relationship ceases.

Confidential information includes all financial and management information relating to the Federation of Sibertswold Church of England and Eythorne Elvington Community Primary Schools and all data held on record for employees; service users; students and their families/carers.

Care must be taken when considering all methods of communication to which you may have access - both written and electronic. Due care must also be given to the storage and transferral of all data concerning any individual – but in particular any data which could cause harm or distress.

If you are in doubt as to what information may be disclosed, you should check with a member of the senior leadership team.

GDPR regulates the use of computerised information and paper records of identifiable individuals and the Federation of Sibertswold Church of England and Eythorne Elvington Community Primary Schools is registered in accordance with this legislation. If you are found to have made an unauthorised disclosure you may face legal action.

I understand that I have a duty to keep information confidential. I have read and understood the above guidelines and accept the terms and conditions set out within them.

I understand that I am bound by a duty of confidentiality and agree to adhere to this Code of Conduct and the requirements of the GDPR.

Please sign below to confirm you have read, understood and agree to the above.

Signature:

Name:

Date