



**Wyken Croft**  
Primary School

### **School Confidentiality Statement**

The purpose of this Confidentiality Statement is to protect the confidentiality and security of personal and sensitive information (“the Information”) of pupils and staff members shared and discussed within the School environment. During your time at the School you may come across extremely sensitive and highly confidential information in relation to individuals such as pupils and staff. All information concerning these individuals must be kept secure at all times and not disclosed to or discussed with any person outside of the School.

All personal information or procedures at the School is to be considered confidential and should be treated as such.

I hereby agree that:

1. “The Information” means all communications and information shared and discussed by the School including “restricted” documents circulated in connection with the School, whether written, visual or oral and is not limited to, any information specifically designated as confidential; any information supplied by any third party in relation to which a duty of confidentiality is owed or arises; and any other information which should otherwise be reasonably regarded as possessing a quality of confidence.
2. “The Information” includes all data defined as personal and special category personal data by the General Data Protection Regulation 2016 and Data Protection Act 2018.
3. “The Information “ will be kept confidential at all times and will not be used in violation of this Statement or copied, re-produced, adapted, divulged, published, confirmed, denied, circulated or otherwise disclosed to any other party outside of the School. I will not share information I have obtained through that work other than in the course of providing support to the School.
4. “The Information” will be retained in accordance with the security and data protection policies of the School relating to the use of technology, electronic and paper records, records management and confidentiality.

5. Only the School's facilities or issued equipment will be used to access "the Information" and no copies and/or downloads of "the Information" will be made to another type of storage device.
6. No passwords associated with "the Information" will be disclosed to anyone.
7. This Confidentiality Statement shall continue in full force and effect notwithstanding the completion of its purpose.
8. Any unauthorised disclosure of "the Information" in written or oral will be deemed to be breach of this Confidentiality Statement and may constitute an offence under the General Data Protection Regulation 2016 and Data Protection Act 2018.

**Name:**

**Job Title:**

**Organisation: Wyken Croft Primary School**

**Email:** @phoenix.coventry.sch.uk

**Telephone:**

**Signature:**

**Date:**