

St Bartholomew's Church of England Academy

BREDON AVENUE, COVENTRY, CV3 2LP

HEADTEACHER
Mrs Sarah Rayson

Phone 024 7645 8960

Email admin@st-barts.coventry.sch.uk

Web www.stbartsprimaryschool.co.uk



CONFIDENTIALITY AGREEMENT

This confidentiality agreement is to be signed by each individual who works on the Academy premises (including teaching and support staff, permanent and temporary staff, and any volunteers authorised to provide help or support).

I understand that, in the course of my duties at the Academy, I may encounter, learn or have revealed to me personal information of a confidential nature relating to staff, pupils or their families.

This information may be imparted to me orally, in writing or electronically, at any time or place.

- ❖ I will respect the confidentiality of such information.
- ❖ I will not use or disclose such information except lawfully and in accordance with the Academy Safeguarding and Child Protection Policy to be found on the website.
- ❖ Where I have access to such information, I will access it only where necessary for my duties, including my duty of care.
- ❖ I will take all reasonable steps to ensure that no other person gains access to such information in my possession and to inform my line manager/a member of staff immediately if I learn that unauthorised access has occurred.
- ❖ This undertaking will continue to apply in the future, even after I have left my position at the Academy.
- ❖ This undertaking does not apply to information in the public domain.

Signed:

Full name:

Position:

Date of signature:

All staff, volunteers and students are required to read and sign the confidentiality statement below which will then be retained on their personal record.

Confidentiality Statement

Iconfirm that I have read and understood the above statement and agree to abide by it.

Signed.....Date.....

