

Employee Confidentiality Agreement

In the course of your engagement with the Auriga Academy Trust ('the Trust') you will have access to, and be entrusted with, personal information.

"Personal information" means any information acquired, received, held or made by the Trust concerning any person, and includes information about:

- Pupils, service users (enrolled and prospective) and parents/ carers.
- Employees, Trustees, governors, volunteers, agency staff, contractors, and all other persons who provide services (paid or unpaid) to the Trust.
- Members of the public.

This information may or may not be in recorded format.

By signing the Employee Confidentiality Agreement you agree that you will:

1. Ensure that you are familiar with the Trust's Data Protection policy, procedures and information sharing protocols in so far as these are relevant to your employment. If you have any queries about these policies, procedures and protocols, or any doubts regarding whether to disclose any personal information, you must discuss your concerns with your Headteacher.
2. Only access, use and share personal information if it is necessary for you to do so in order to carry out the duties that are required by your employment and is in accordance with the purposes for which the Trust holds that personal information;
3. Not disclose (whether verbally or in writing, including via text or messaging apps) personal information about third parties to any person or organisation outside the Trust unless
 - a) It is necessary to do so in order to carry out the duties that are required by your employment.
 - b) The disclosure is required by law or as part of ongoing legal action
 - c) The disclosure forms part of a whistleblowing action to a prescribed person or bodyAny disclosure must also comply with the provisions of the Data Protection Act 2018 and any information sharing protocols that relate to the personal information concerned;
4. Not post confidential information regarding pupils, service users, employees, governors, Trustees, parents/ carers and volunteers on social networking sites.
5. Not contribute to discussions or conversations on social networking sites regarding the Trust and anyone associated with it without prior consent from the Trust.
6. Comply with the School's Data Protection and Freedom of Information publication scheme, procedures and information sharing protocols.

All confidential records and data must be surrendered to the Trust upon the termination of your employment. This agreement does not affect your rights under the Data Protection Act 2018.

Declaration

I understand that, following application of the appropriate internal procedures, should there be reason to believe that I have breached this agreement I may immediately be subject to disciplinary action, including dismissal from my employment, and/or appropriate legal action may be taken against me.

Print Name

Sign

Date: / /