



**JILL McCALL**

School Business Management Services

**GENERAL DATA  
PROTECTION REGULATIONS  
PRIVACY STATEMENT/  
CONFIDENTIALITY  
AGREEMENT  
MAY 2018**

## Introduction

I am aware that information relating to individual children or members of staff is confidential. This document is intended to inform you how I ensure information gathered in the course of my work with your school/academy is protected and how, as a school business professional, I ensure my working practices comply with General Data Protection Regulations which come into force on 25<sup>th</sup> May 2018. This document will be reviewed and updated as required to ensure compliance with new legislation.

## Privacy Statement

My working practices will be based on the principles of the Data Protection Act (DPA) that personal data shall be:

1. processed lawfully, fairly and in a transparent manner
2. collected for specified, explicit and legitimate purposes
3. adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
4. accurate and kept up to date
5. kept in a form which permits identification of data subjects for no longer than is necessary
6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss or damage

Whilst working with clients I will:

- ✓ comply with data protection laws and follow good practice
- ✓ protect the rights of pupils, staff, parents/carers and other stakeholders
- ✓ be open about how I store and process individuals' data
- ✓ protect myself and my clients from the risks of a data breach
- ✓ promote a positive data protection culture
- ✓ attend the necessary training to ensure I have a full understanding of data protection legislation and my responsibilities

In order to protect data, I will:

- ✓ only remove from site data which is necessary for me to carry out my work
- ✓ ensure data removed from site is stored and backed up securely using encrypted storage devices and password protected files
- ✓ ensure hard copy personal data is stored securely in locked filing cabinets
- ✓ ensure data no longer required is shredded prior to disposal
- ✓ ensure access to work devices such as computer, iPad and iPhone is limited to me
- ✓ ensure emails containing personal data are not stored unnecessarily

## Confidentiality Agreement

I understand my role and responsibility in maintaining the confidentiality of children and members of staff for my clients as follows:

1. I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual stakeholders. I am aware that members of staff and volunteers may well have connections (family or friends) within the school/academy and may overhear conversations of a sensitive nature.
2. I agree to only discuss information relating to your school/academy and its stakeholders on a 'need to know' basis. I will keep confidential any information heard, read or shared between members of staff, outside agencies and parents / carers regarding a child or the child's family.
3. I agree not to post or share information online through any means, including social media sites (e.g. Facebook, Twitter), which relates to any individual stakeholder or brings the school into disrepute. I will not contribute to discussions or conversations on social networking sites regarding your school/academy and anyone associated with it.
4. I agree to pass anything that I hear that raises questions about the professionalism of someone working at the school to the Headteacher/CEO
5. I agree to report anything of concern regarding a child, or if a child reports anything of concern, to the designated person for child protection.
6. I agree to conduct conversations of a sensitive nature regarding children or adults in a private space.
7. I agree not to leave paperwork regarding children, parents or members of staff on display at any time. I also agree that paperwork that contains personal or sensitive information that is not longer required is shredded.
8. I agree to refer all requests for information by an outside agency or the media to the Headteacher/CEO
9. I agree to uphold the good name of your school/academy in discussions both inside and outside of school.

Signed: Jill McCall FISBL

Date: 21<sup>st</sup> May 2018