



Informal Confidentiality Agreement (HR32A)

This confidentiality agreement is entered into by and between the Three Counties Academy Trust and the individual noted at the signing stage for the purpose of preventing the unauthorised disclosure of confidential information in line with your duties to protect personal information, under the UK GDPR and the Data Protection Act 2018.

For the purpose of this agreement, “confidential information” will include all information or material that constitutes personal information under the UK GDPR about any pupil, parent, member of staff or stakeholder of TCAT or an individual TCAT school, or has or could have value, commercial or otherwise, in the business in which the disclosing party is engaged.

I declare that I will only share or disclose information regarding TCAT or our school’s with other professionals who have a legitimate need to know about it. I will, therefore:

- Not disclose confidential information to any unauthorised person without the discloser’s consent
- Act in good faith at all times in relation to the disclosure of confidential information
- Not post confidential information regarding pupils, staff, parents, or other stakeholders on social media; nor will I contribute to discussions on social media regarding the school or anyone associated with it (unless in the capacity as a parent and legitimate conversation)
- Assure that conversations of a sensitive nature regarding pupils, parents, staff, volunteers, or other stakeholders only take place in a private space and with appropriate individuals who have been authorised to know the information
- Comply with TCAT’s Records Management Policy when completing tasks pertaining to paperwork or online documents that include personal or sensitive information on it
- Ensure that all data I handle is handled in line with TCAT’s Data Protection Policy, and that I am thorough and careful when it comes to securing and erasing data
- Undergo any relevant data protection training TCAT deems necessary for my role
- Not disclose any information, or partake in any discussions with unauthorised individuals, about ongoing investigations into allegations against staff members, volunteers, governors, or stakeholders
- Be fully aware that other staff, volunteers, or stakeholders may have connections within TCAT or the school and may overhear conversations of a sensitive nature
- Uphold the good name and reputation of TCAT and/or the school at all times; inside and outside of school

I am aware that confidentiality obligations must not prevent me from sharing necessary information for the purposes of keeping children safe and promoting their welfare, and that I am protected under the Public Interest Disclosure Act with regards to sharing confidential information for the purposes of whistleblowing. I am aware that nothing in this agreement precludes the sharing of information to this effect.

I will hold and maintain others confidential information in the strictest confidence for the sole and exclusive benefit of TCAT; therefore, I will not, without prior approval of TCAT, use for my own benefit, publish, copy,

or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of TCAT or our school's any confidential information.

I have read and understood the TCAT's Staff and Volunteer Confidentiality Policy and will act in accordance with this policy at all times.

Information which may be deemed as 'sensitive' will not be disclosed to people where it is not wholly necessary. This includes information in relation to the following:

- Pupils of the school or other TCAT institution
- The running or management of TCAT or an individual TCAT school
- TCAT's finances
- Personal details of pupils or staff
- Information regarding progress and attainment which is not published on the TCAT or individual school websites

By signing this agreement, you are agreeing to your duty to hold confidential information in confidence – this will remain in effect until the information no longer qualifies as confidential, or until TCAT sends written notice releasing you from this agreement, whichever occurs first.

Please retain a copy of this agreement and send a signed copy back to the Finance Office at QE for the attention of the CFO within 7 days of receipt.

Three Counties Academy Trust Offices

c/o Queen Elizabeth High School

Ashfields

Bromyard

Herefordshire

HR7 4QS

If you have any questions or concerns, please contact the CEO on 01885 482230.

Name of individual	
Role	
TCAT/School	
Signed/Date	
Name of CEO	
Signed/Date	