

NEW PARK ACADEMY – JUNIOR & SECONDARY

CONFIDENTIALITY CODE OF CONDUCT POLICY

FIRST CREATED: JUNE 2014 – EDITION 1

EDITION NO.	REVIEW DATE:	FGB APPROVAL DATE:
2	JUNE 2015	26/06/2015
3	MAR 2017	26/6/17
4	JUNE 2018	28/6/18
5	MARCH 2019	27/6/19
6	MARCH 2020	NO CHANGE – FOR REVIEW MAY 2021
7	OCTOBER 2022	NO CHANGE
8	NOVEMBER 2023	NO CHANGE

Policy Agreed	March 2020
To be reviewed	OCTOBER 2024
Owner	ALMUT BEVER-WARREN
Signed	
Designation	HEADTEACHER

This Code of Conduct applies to all staff with access to personal information held about a pupil on school premises or off site with outside agencies that may become school knowledge. Staff would include volunteers, placement staff or supply staff. All such staff are responsible for ensuring that personal information gained in their day to day working situation is not disclosed to any person or organisation who does not need to know or who does not have an authorised right of access to that information.

Confidentiality - Safeguard personal information by acting on the following:

- **Disclose information ONLY to people authorised to receive**
- **Do not divulge your computer or security passwords to any other person –**
If you suspect someone knows your password, change it or advise Ian Green
- **Do not use someone else's user ID or password to gain access to information**
- **Do not leave a computer terminal logged onto the system unattended**
- **Do not leave personal records unattended**
printed material containing personal information should not be left unattended
- **Do not download personal information without permission from the data owner**
- **Do not disclose personal information inadvertently**
i.e. overheard in a public place, in front of other staff or pupils
- **Ensure information is, to the best of your knowledge, accurate and up-to-date**
- **Do not access information about yourself, your relatives or friends**
If you recognise that you are accessing information about someone you know in the course of carrying out your duties, you must declare this to a manager
- **Only give confidential information over the phone or via fax**
after first checking the identity and authority of the caller/receiver
- **Confidential waste should be shredded or put into a confidential waste bag**
- **Make yourself aware of administration procedures and adopt a practice which would ensure that personal information is kept confidential**
- **Do not share photos/anecdotes of your personal life in front of pupils**
- **Any discussion of pupils, anecdotal or other, past or present should be done so confidentially and only in a professional setting and capacity**
- **Do not allow a present or former pupil to gain access to your Facebook, or other social network sites**
It is recommended that photos or private information you share on any social network sites are accessible to your own circle of friends and family only

- **Do not share information about the school, pupils and/or staff on any social network sites or other newsfeed**
 - **If you take work home, do not leave it in your car and keep it locked away.**