

## St Illtyd Primary School

### Confidentiality Code of Conduct for PTA Members

St Illtyd Primary School is committed to the delivery of a first class confidentiality service. This means ensuring that all pupil and staff information is processed lawfully, fairly and transparently as possible so that the parents, pupils and staff:

- understand the reasons for processing personal information
- give their consent for the disclosure and use of their personal information
- gain trust in the way that the Trust handles information, and
- understand their rights to access information held about them.

This Code of Conduct outlines your personal responsibility concerning security and confidentiality of information relating to pupils, parents, staff and the organisation. All persons working at the school are expected to act and behave in accordance with the school values of safety and respect in relation to any school related staff, parent or pupil information that they may encounter during the course of their duties.

During your time within the school, you may acquire or have access to confidential information which must not be disclosed to any other person unless in pursuit of your duties or with specific permission given by a person on behalf of the school. This condition applies during your relationship with the school and after the relationship ceases.

Confidential information includes all information relating to the school and its pupils, parents and staff. Such information may relate to pupil, staff records, recruitment and selection, telephone or face to face conversations about pupils or staff, electronic databases or methods of communication, use of fax machines, hand-written notes made etc.

You must, at all times be aware of the importance of maintaining confidentiality of information gained during the course of your duties. All information must be treated in a discreet and confidential manner.

#### DECLARATION

I, \_\_\_\_\_ have read the School Confidentiality Code of Conduct. I understand, by signing this declaration that I will comply with its requirements.

Signed: .....

Print Name: ..... Date: .....