

POLICY NO.20 Confidentiality Agreement

Rev 6 DATE: 16.08.2021

At Scamps & Scholars we acknowledge that we have access to a myriad of information that may be of a private, confidential and sensitive nature. The following document is signed by all staff, volunteers, work placement and CE/RSS candidates to ensure that this responsibility is taken seriously at all times.

We also have defined responsibilities in relation to data protection and the GDPR criteria that has come into being in May 2018. These are dealt with in numerous other policies and one should reference same for full details.

All staff members (including students, CE & RSS workers and all others who make up the body of staff) will sign a confidentiality agreement which can be seen below.

Breaches of same will be dealt with through the disciplinary or data protection processes.

Confidentiality Agreement

It is the policy of Scamps and Scholars childcare service to keep confidential any **personal** information of children, families, staff, students and volunteers.

It is the policy of Scamps and Scholars childcare service to keep confidential matters pertaining to the day-to-day running of the centre by the Manager and Board of Directors and its staff members.

This applies to all information in relation to children, parents /carer's, students, volunteers and staff whether **verbal, handwritten, held on computer or filed.**

This agreement applies to all Employees, Students, Community Employment participants, Rural Social Scheme participants, Board of Directors and all other relevant parties.

You all also have legal responsibilities in relation to data protection legislation which is in place from May 2018 - GDPR.

I have read the confidentiality policy of Scamps & Scholars and undertake the following:

I agree **not** to discuss any matters relating to the children , the staff or the service outside the setting with members of the public, other members of staff, parents, children or clients unless it is in the course of performing my duties within the organisation, or with the permission of the organisation or the individuals concerned.

I agree not to discuss any matters pertaining to the day-to-day running of the centre by the manager, Board of Directors and / or other staff members.

I agree not to remove information in any form - handwritten, held on computer or **filed** -from the centre without permission of the management.

I agree, with the assistance of Scamps & Scholars to make myself aware and continually act on my responsibilities in relation to the legislation relating to data protection - (GDPR) general data protection regulation.

I am aware that it is a breach of my terms of employment/work experience to carry out any of the above.

I am also aware that I am bound by this agreement after I have left the centre.

Signed: _____

Position: _____

Date: _____



APPROVAL DATE: _____

IMPLEMENTATION DATE: _____

SIGNED: _____

(On behalf of the Board of Directors)