



# Confidentiality Statement

Reviewed January 2025

Next review due September 2025

**Preston Primary Academy Trust**  
**Confidentiality Statement**

All matters relating to our pupils are important and some issues that concern our children are sensitive and should be treated with care and consideration.

It is therefore extremely important that all adults working within the Trust and its schools (paid staff and volunteers) abide by the UK GDPR and Data Protection Act 2018 and follow these confidentiality guidelines. Failure to do so may result in disciplinary action.

**Guidelines**

1. Do not discuss any matters or issues concerning pupils with anyone other than the school staff.
2. Do not discuss any sensitive matters or issues concerning a pupil with anyone other than school staff connected with that particular child.
3. If you are in any doubt regarding the sensitivity of the issue do not discuss the matter until clarification is sought from the headteacher.
4. Be sure, when discussing issues relating to pupils, particularly sensitive matters, that you will not be overheard by other adults or children.
5. Be especially careful with written paperwork and records relating to pupils, especially those relating to sensitive issues. Always ensure that these documents are kept in a confidential manner and only visible to appropriate professionals.
6. Uphold the good name and reputation of the school at all times.

Please be aware that confidentiality obligations do not prevent you from sharing necessary information for the purposes of keeping children safe and promoting their welfare, and that you are protected under the Public Disclosure Act with regards to sharing confidential information for the purposes of whistleblowing.

**Staff Information**

Similarly no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. I agree to abide by these guidelines.

Name printed .....

Signed..... Date .....

Job/volunteer role.....

School/Team Name.....

**Data Protection Principles**

Personal data held by Preston Primary Academy Trust will only be processed following the key data protection principles set out with UK GDPR legislation. It will be:

(a) processed lawfully, fairly and in a transparent manner in relation to individuals ('lawfulness, fairness and transparency');

(b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes ('purpose limitation');

(c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');

(d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy');

(e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals ('storage limitation');

(f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').