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| Policy for | |  |
| <h1>Confidentiality Agreement – Student/Work Experience</h1> | | |
| Date of policy: | Summer Term 2021 (30.7.2021) | Committee: Full Governing Body |
| Next review: | Summer Term 2022 (Review Annually) | |

Please read the school's Confidentiality Policy.

This work placement / experience carries certain responsibilities on your part including the requirement to be confidential about school matters.

By signing this agreement, you agree to uphold St Modwen's Catholic Primary School's Confidentiality Policy. This means you will not share pupil / staff information with anyone that breaches confidentiality.

Examples of confidential information are (but are not limited to):

- Information about staff, pupils, and events that occur in school.
- Information accessed by 'privilege' e.g. notices on staff noticeboard / conversations.
- If you see something in school that concerns you, please discuss the matter with the head teacher.
- You must never use information about individual children outside the school without parental permission (photographs/names).

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in me no longer being able to complete my placement as a student and that this breach may be reported to those who arranged the placement or my course leader.

If I breach confidentiality, I understand that I may be in breach of the Data Protection Act 2018 and could face external sanctions.

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| Name of Student | |
| Signature of Student | |
| Date | |
| School Representative | |
| Signature of School Representative | |
| Date | |