



## Kessingland Church of England Primary Academy

Headteacher: Mr Adrian Crossland

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Diocese of Norwich  
Education and  
Academies Trust

This Confidentiality Agreement is entered into by and between Kessingland CofE Primary Academy and myself, for the purpose of preventing the unauthorised disclosure of confidential information as outlined below.

I declare that as an employee, volunteer or visitor of Kessingland CofE Primary Academy, I will only share or disclose information regarding Kessingland CofE Primary Academy with other professionals who have a legitimate need to know.

Therefore, I will:

- Not disclose confidential information to any unauthorised person without the discloser's consent.
- Act in good faith at all times in relation to the disclosure of confidential information..

I shall hold and maintain the confidential information in strictest confidence for the sole and exclusive benefit of Kessingland CofE Primary Academy. Therefore, I shall not, without prior approval of Kessingland CofE Primary Academy, use for my own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of the school, any confidential information.

I have read and understood the school's Code of Conduct for All Adults, and will act in accordance to this policy at all times.

Therefore, information which may be deemed as 'sensitive' will not be disclosed to people where it is not wholly necessary. This includes information in relation to the following:

- Pupils of the school
- The running or management of the school
- The school's finances
- Personal details of pupils or staff
- Information regarding progress and attainment which is not published on the school website

The confidentiality provisions of this agreement will survive the termination of this agreement and I understand that my duty to hold confidential information in confidence shall remain in effect until the information no longer qualifies as confidential, or until Kessingland CofE Primary Academy sends written notice releasing me from this agreement, whichever occurs first.

**This agreement may be subject to change in relation to changes in Policy or Legislation.  
You will be informed of any such changes that may have a direct impact upon this agreement.**

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

