2a Vickery Way, Chilwell, Nottingham, NG9

Public Concern at Work

(Independent whistleblowing charity)

Helpline: (020) 7404 6609

E-mail: whistle@pcaw.co.uk

Website: www.pcaw.co.uk

2. Confidentiality Policy

This Policy should be read in conjunction with the Whistleblowing Policy (see above).

During the course of your employment, you will have access to and be entrusted with information regarding your school or the FHT, its current and prospective pupils, parents, carers, suppliers, employees, contractors or consultants and their services, dealings, practices and affairs, all of which is or may be commercially sensitive or confidential information.

You will not, except in the proper course of your duties, without the previous consent of the head teacher or CEO of the FHT make use of, divulge or communicate to any person, firm or company whatsoever or otherwise make use of any confidential information concerning the business or finances of your school or the FHT or any such confidential information concerning current and prospective pupils, parents, carers, suppliers, employees, associates or consultants which you knew or ought reasonably to have known to be confidential which you may have received or obtained during your employment.

This restriction shall continue to apply after the termination of your employment without a time limit but shall cease to apply to information ordered to be disclosed by a court of competent jurisdiction or otherwise required to be disclosed by law.

All documentation, e-mails, folders, programs, notes and memoranda remain the property of the FHT and shall be returned or surrendered upon termination of your employment.

You must not at any time make a copy, abstract, précis or summary of the whole or any part of any document, file or program belonging to the school or FHT except when required to do so in the course of your employment.

Any statements to reporters from newspapers, radio, television etc. will be given only by the head teacher, chair of governors, CEO of the FHT or other appointed person, and any press or media request for information must be referred in the first instance to your line manager