



BackPocketTeacher Confidentiality Policy

BackPocketTeacher (hereby referred to as I) is committed to providing a confidential service to clients. No information given to me will be shared with any other organisation or individual without the user's expressed permission.

For the purpose of this policy, confidentiality relates to the transmission of personal, sensitive or identifiable information about individuals or organisations (confidential information), which comes into the possession of myself through my work.

I may at times hold personal data about individuals, clients and other organisations that I work with which will only be used for the purposes for which it was gathered and will not be disclosed to anyone outside of my business without prior permission.

All personal data will be dealt with sensitively and in the strictest confidence internally and externally.

Purpose

The purpose of the Confidentiality Policy is to ensure that all individuals understand my requirements in relation to the disclosure of personal data and confidential information.

Principles

BackPocketTeacher processes personal data subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

All personal paper-based and electronic data is stored in accordance with this act and is only accessible to those individuals authorised to have access.

BackPocketTeacher pays the annual data protection fee.

Records

All paper records are kept in locked filing cabinets at my business address. This includes notebooks, copies of correspondence and any other sources of information. All digital records are kept on encrypted memory sources.

Breaches of Confidentiality

I recognise that occasions may arise where I may feel they need to breach confidentiality. This could do with a safeguarding concern. Confidential or sensitive

information relating to an individual may be divulged where there is risk of danger to the individual, a volunteer or employee, or the public at large, or where it is against the law to withhold it. In these circumstances, information may be divulged to external agencies e.g. police or social services on a need to know basis.

Legislative Framework

BackPocketTeacher will monitor this policy to ensure it meets statutory and legal requirements including the Data Protection Act.

Confidential Paperwork

In accordance with my privacy and confidential policies, any documents, paper based or digital, relating to my employment, will be stored in a locked filing cabinet, and/or digitally in password protected folders upon my computer only.

Any information sent to me, will be sent at your own risk. I will do my utmost to ensure it is stored in a safe and secure way, and shredded/securely deleted upon completion of my employment.

If there is any information of cyber breach, I will inform the Data Protection Officer and my point of contact for the relevant employment (s) at relevant organisations/ individuals.

I confirm I have completed data protection training, (via Dorset Council).

I am also DBS checked, currently via my employment with Dorset Council.

Thank you
Sarah Helton
BackPocketTeacher



Date of Policy: April 2020