

## CONFIDENTIALITY AGREEMENT FOR STAFF

Name of Staff.....

Position: .....

I understand that in the course of my employment for **Swansea Sixth form College** I will have access to confidential files and papers, and will become aware of other information which is confidential.

Confidential information includes:

- The name and address of **Swansea Sixth form College** employees and service users.
- Details of any legal matters including legal proceedings involving the **Swansea Sixth form College**, its employees and service users.
- Legal advice given by or received by any person on the **Swansea Sixth form College** behalf.
- Any information which is commercially sensitive or may affect the outcome of any negotiations.
- Other matters which are clearly confidential from their nature or which I am told are confidential.
- All communication between parents, Teachers and Staff
- All communication in college emails

I agree not to pass on any confidential information to any person to whom I have not been authorised to give such information. I agree not to discuss confidential information with any third party.

I understand and agree that the duty of confidentiality includes an obligation not to pass on confidential information to other **Swansea Sixth form College** employees and workers and not to discuss confidential matters with **Swansea Sixth form College** employees and workers except where authorised.

In signing this document I acknowledge that I understand and agree to abide by the duty of confidentiality.

Signed: .....

Dated: .....