

The Leek Federation



Confidentiality Agreement

Temporary Staff, Agency Staff, Volunteers and Work Placement Students

It is a requirement of The Leek Federation that all temporary staff, agency staff, volunteers, work placement students, and all Managers requesting access to systems for these groups of workers, should read, and undertake to comply with, the attached guidelines.

1. General Principles

- 1.1 It is the responsibility of all Line Managers and Supervisors of temporary staff, agency staff, volunteers and work placement students who have access to personal information (including sensitive personal information) to ensure that these workers are aware of the need for confidentiality under the Data Protection Act 1998. Line Managers and Supervisors must make temporary staff, agency staff, volunteers and work placement students aware of the Good Practice guidelines below that must be followed during the handling of all personal information.
- 1.2 Students and members of staff are entitled to assume that any personal information which is collected or recorded during the course of their involvement with the organisation will not be disclosed inappropriately by any person or persons working within the organisation.
- 1.3 All temporary staff, agency staff, volunteers and work placement students hired by The Leek Federation are in a position of privilege and trust. Any abuse of this trust will be construed as gross misconduct and may result in legal action.

2. Good Practice Guidelines

- 2.1 Caution should be exercised in dealing with telephone requests for personal information. Temporary staff, agency staff, volunteers and work placement students should refer such requests to their Line Manager or Supervisor.
- 2.2 Desks should be kept clear of paper containing personal information unless the work is actually in progress.
- 2.3 All papers containing personal information should be locked away in a filing cabinet, within a secure area away from public access, at the end of each working day (or when the worker leaves their working location if sooner).
- 2.4 All student and staff records must be properly supervised or locked away when unsupervised.
- 2.5 All scrap paper containing personal information should be disposed of carefully, either in confidential shredding bins or other secure shredding facilities.
- 2.6 When working on electronic personal information the worker must ensure that:
 - a) They do not use any personal or non-federation equipment on the federation's networks. (see Federation ICT Security Policy)
 - b) If working remotely they only use encrypted laptops or encrypted recordable media issued by the federation which must be used in line with the Federation ICT Security Policy.

c) The computer screen is locked before leaving the workstation even for a short period of time.

d) If the workstation is to be left for longer periods, the file is closed down and the user logs out of the network.

2.7 Any personal information gained during the course of temporary/agency employment, volunteer work or student work placement must not be discussed with anyone, either inside or outside the workplace, unless specifically requested to do so by the Line Manager or Supervisor in the course of their duties.

To the temporary worker, agency worker, volunteer or work placement student:

Your signature on this statement will explicitly acknowledge that you undertake to comply with these guidelines.

I have read and understood the above guidelines and accept the terms and conditions stated therein.

Signature: _____

Date: _____

Full Name (print): _____

Employed as: _____

Employment Agency/School/College: _____

To the Line Manager / Supervisor:

Your signature on this statement will explicitly acknowledge that you undertake to comply with these guidelines.

I understand that I take responsibility for ensuring that the above worker is aware of, and abides by, these guidelines and confirm that they will only be granted access to personal information which is necessary to allow them to fulfil their contract or agreed volunteer duties.

Signature: _____

Date: _____

Full Name (print): _____

Team or Department: _____

To the Line Manager / Supervisor:

Please ensure:

- You retain the original completed and signed copy of this form on the worker's file.
- You give a photocopy of the signed original to the worker named above.