

Staffordshire University Academies Trust		Trust Policy Document	
Approved by:	Trust Board	Last reviewed September 2023	
Policy Owner:	SLT	Page: 1 of 3	
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>

Confidentiality Agreement Trustees

Purpose

It is a requirement of Staffordshire University Academies Trust (SUAT) that all Trustees, should read, and undertake to comply with, this confidentiality agreement to ensure the security and confidentiality of all Trust, confidential, sensitive, business critical and personal data is maintained at all times.

General Principles

- 1.1 It is the responsibility of all Trustees who have access to Trust data, confidential information and personal information (including sensitive personal information), to undertake and maintain the security and integrity of such data at all times. This is inclusive of such data which falls under the Data Protection Act 2018 and the UK General Data Protection Regulation.
- 1.2 The Trust is responsible for making Trustees aware of the contents of this agreement which must be followed during the handling of all data and personal information disclosed during meetings, written, electronic and verbal communications.
- 1.3 Pupils, parents 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 on the Trust Board.
- 1.4 The Trust is entitled to assume that all of its data, in written, electronic and verbal forms will not be disclosed inappropriately by any person or persons on the Trust Board.
- 1.5 All Trustees 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.
- 1.6 All Trustees in this position of trust are accountable for the security and integrity of personal information and Trust data.

Confidentiality Requirements

- 2.1 Any personal information gained during the Trustees' term must not be discussed with anyone, either inside or outside the Trust, unless required for a specific purpose that has been authorised by the CEO of Staffordshire University Academies Trust or legal representatives. Any communications with staff, or members of the SUAT community, about the content of Trustee Board Meetings will be pre-planned and approved by the Chair / CEO and will usually be disseminated in writing. Individual Trustees should not discuss details or information about board meetings with members or staff out-with the agreed communications plan.
- 2.2 Passwords for any Trust systems, Governor Hub, email accounts and other mediums for the storage and communication of electronic personal or organisational data must not be shared and are to be kept secure at all times.
- 2.3 Passwords for electronic systems utilised by the Trustee for Trust purposes must be changed on a regular basis (at least termly).
- 2.4 All communications will be conducted in a professional manner, inclusive of written and verbal methods of communication.
- 2.5 All papers containing Trust, confidential and personal information must be kept in a lockable location, within a secure area which mitigates any third party access.
- 2.6 The use of paper documentation should be avoided as far as reasonably practicable. If paper documentation is utilised for meetings, or where copies are taken, they must be disposed of in

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a secure format by secure shredding facilities or cross cut shredder located on the Trust premises.

- 2.7 Any documentation which is paper based and transported by the Trustee must be kept secure at all times, for example paper based documentation may not be left in a car overnight.
- 2.8 When accessing electronic personal information, Trustees must ensure that:
- Electronic devices used to access Trust data, personal and confidential information are encrypted, including laptops, computers, mobile phones and tablets.
 - The computer or device is locked before leaving the workstation, even for a short period of time.
 - Following use of emails or Governor Hub, the Trustee logs out of the system.
 - USBs or hard drives are encrypted prior to use for storing personal and/or Trust information. Such information cleared from the device upon end of service at the Trust.
 - Emails containing personal information are adequately protected. Email communication should be professional, clear and appropriate in nature.
 - All devices being used have appropriate antivirus, firewalls and cyber security defences in place.
 - No Trust documents or personal information is downloaded to or stored on the device.
- 2.9 Trustees must remain vigilant when utilising email systems to access links to SharePoint requests and email attachments, no matter who they appear to come from. Trustees must not click on or enter any email account information into any links or requests they are unsure of or not expecting, and must check the legitimacy with the sender. If Trustees have concerns they must report this to the CEO immediately.
- 2.10 Before sharing personal information, Trustees must ensure the following:
- They are allowed to share it.
 - Adequate security is in place to protect it, for example, anonymisation, password protection and encryption.
 - The recipient is authorised to receive the information.
- 2.11 Caution should be exercised in dealing with telephone requests. If phone calls of this nature are received by the Trustee, they should refer this on to the CEO and decline to respond in the first instance.
- 2.12 Communication received by Trustees from parties outside of the organisation should be referred to the CEO in the first instance. Complaints regarding Trust staff or Trustees must be escalated to the appropriate party in accordance with SUAT policies.
- 2.13 Trust data includes but is not limited to staff and staffing, pupil, parent, financial, health and safety, human resource, educational, results, attainment, management, appraisal, appeal, school improvement, strategic, technical, marketing, governance, other personal data, premises and Ofsted reports.
- 2.14 Data Protection, Information Security and Information Sharing policies can be found on the Trust website.
- 2.15 It is important that care is taken on telephone calls, using emails and posting on social media. Trustees must be mindful not to disclose information that may be overheard by members of the public on a telephone conversation. Emails used for SUAT business must be kept private and secure. Personal social media posts about Trust business must not disclose any sensitive business information such as personal data, information about meetings, financial, legal, or operational status.

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Confidentiality Agreement

To the Trustee:

Your signature on this statement will explicitly acknowledge that you undertake to comply with this agreement:

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

Signature: _____ Date: _____

Full Name (print):

Academy Name:

Date:

To the Trust, please ensure:

- You retain the original completed and signed copy of this form within governance records.
- You give a photocopy of the signed original to the Trustee named above.