



### **Academy Confidentiality Agreement**

Based on an example from Information Governance (IG) Services Dudley).

#### **Declaration:**

To be signed by all Third Party employees prior to accessing academy information systems.

#### **Confidentiality Agreement**

All personal and sensitive personal information held by the academy is confidential and must be processed in accordance with the requirements of the UK General Data Protection Regulation and Common Law duty of confidentiality.

I understand that I will not be free to communicate official information or knowledge acquired in the course of my official duties whether written or oral, to anyone who is not authorised to receive such information.

I realise that upon termination of the contract with **any academy that is part of The Skylark Partnership**, I will continue to be bound by these provisions.

I understand that, if there is any reason to believe that I have breached this agreement appropriate legal action will be taken against me.

I understand that this declaration does not extend to information which is in the public domain.

Signed:	
Name:	
Date of declaration:	
Name of Academy:	

## Character Declaration Form

The following questions are to be answered by all Third Party employees before they will be permitted access to the academy's Information Systems.

It is a condition of using the academy information systems that you answer the questions on this form and do not withhold any information, except as provided under the Rehabilitation of Offenders Act 1974. Failure to do this will mean you will not be given access to the systems. Please answer the questions frankly. Answering 'yes' does not necessarily mean you will not be given access.

Question. Have you been convicted or found guilty of an offence in the United Kingdom or abroad by any court or court martial which is unspent?
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Yes

No

If you answered 'Yes' please tell us the date and place of the court hearing, the nature of the offence, the sentence of the court and the name and address of your probation office, if you have one:

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I confirm the information I have provided on this form is correct and complete. I understand that if I withhold any information or provide false or misleading information this may lead to appropriate legal action being taken against me.

Name:	
Signed:	
Date:	

If you are charged with an offence after you have completed this form, you must ensure that you advise your line manager as soon as possible.