



Governors' Confidentiality Agreement

Academic Year 2017/2018

1. Confidentiality

You must not, whether during your term as Governor at Prenton High School or after the end of it, whether you resign or are disqualified from serving as a Governor, unless expressly authorised in writing by the School, disclose to any unauthorised person or use any confidential information relating to the business affairs of the School. This includes, without limitation:

- Details of students and employees (actual, potential or past)
- All details relating to information in the records of the School in whatever form those records may be maintained including electronic records, on line data, business methods and information of the School and any and all financial information.
- The names and addresses and all particulars of the School's suppliers and students and the individual contacts at such suppliers.
- Confidential details to the design of the Schools (or of the school's suppliers) process and inventions or developments relating to future processes.

This list is not exhaustive and the above are simply illustrations of what the School will consider to be confidential whether or not the information is marked or announced to be confidential.

Any such confidential information which may come to your knowledge during your term as Governor under this contract shall be kept secret by you and you shall not use or attempt to use any such information in any manner which may injure or may cause loss either directly or indirectly to the School or its business or may be likely to do so.

This restriction shall continue to apply after your term as Governor ends without limit in point of time but shall cease to apply to information or knowledge which may subsequently come into the public domain.

2. Ban on taking copies of documents

In the course of your term as Governor you will have access to confidential information and in addition to the requirement that you must keep such information confidential the School also requires that:

- You must not make copies of any documents unless the copies are required in the course of your role as Governor.
- You must not take documents or copies of documents home with you unless you are specifically requested to do so by the School or have been provided with these documents by the School.
- You must not refer to or discuss outside the premises of the School any document or information belonging to or concerning any of the pupils, suppliers or clients of the School.

Signed _____ Date _____

Print Name _____