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**Confidentiality Code of Conduct for Staff**

**The Big Fresh Catering Company**

The Big Fresh Catering Company is committed to the delivery of a first class confidential service. This means ensuring that all personal information is processed lawfully, fairly and as transparently as possible so that parents, pupils and staff can:

* understand the reasons for processing personal information
* give their consent for the disclosure and use of their personal information
* gain trust in the way that the company handles information, and
* understand their rights to access information held about them.

This Code of Conduct outlines your personal responsibility concerning security and confidentiality of information relating to pupils, parents, staff and the Company. All persons working for the Company are expected to act and behave in accordance with our values of safety and respect in relation to any parent, pupil or staff information that they may encounter during the course of their duties.

During your time with us, you may acquire or have access to confidential information which must not be disclosed to any other person unless in pursuit of your duties or with specific permission given by a person on behalf of the Company. This condition applies during your relationship with us and after the relationship ceases.

Confidential information includes all information relating to the Company and parents, pupils, and staff. Such information may relate to pupil, staff records, recruitment and selection, telephone or face to face conversations about pupils or staff, electronic databases or methods of communication, hand-written notes made etc.

You must, at all times be aware of the importance of maintaining confidentiality of information gained during the course of your duties. All information must be treated in a discreet and confidential manner.

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***DECLARATION***

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have read the Big Fresh Catering Company’s Confidentiality Code of Conduct. I understand, by signing this declaration that I will comply with its requirements.*

***Signed: ................................................................................................................***

***Print Name: ............................................................ Date: ..................................***