



CONFIDENTIALITY NOTICE FOR VISITORS AND VOLUNTEERS

Visitors and volunteers in school are bound by a code of confidentiality for the personal data they may see or hear whilst visiting or volunteering at St Margaret's Academy.

We ask that you respect the confidentiality of staff and pupils at St Margaret's Academy by not discussing things that you have seen and heard while visiting or volunteering, especially when dealing with sensitive information about pupils. This includes sharing information with third parties such as Social Media websites. Any concerns that visitors and volunteers may have about the children they come into contact with should be discussed with the class teacher. Visitors and volunteers concerned about what another adult in the school says or does, should raise the matter directly with the head teacher or deputy head teacher.

Privacy Notice

The information you provide will be used for the purpose of the Visitors and Volunteers Agreements and will not be shared with any other organisations.

We will not use your information for any other purpose unless we have your consent, or the law allows us to do so. We are committed to protecting your information and will handle it in line with the General Data Protection Regulation 2018.

For more information about how we handle personal information and your rights, visit our website at www.stmargaretstorbay.org.uk or email our Data Protection Office at DPO@st-margarets.torbay.sch.uk