

# **Confidentiality and Statement of Personal Data Handling Policy**

The Parent Partnership Team is required to respect the confidentiality of private and personal information entrusted to them by parents.

The Parent Partnership Service should not disclose that they are working with a family and should only hold information given to them by the parent or carer, all information gained about families is completely confidential and should only be discussed or shared after prior consent has been sought from the parent or carer. The only exception to this would be if there are child protection concerns.

If a family gives consent for information to be shared, the adviser should make sure the family understand fully who the information will be disclosed to and for what purpose. This information should not be used for any purpose other than that for which it was given.

The Parent Partnership Service shares office space with other confidential services, Child Protection Service, Education Protects and Teenage Pregnancy Team. The service has a stand alone database and all paper records are locked in filing cabinets.

## **Data Protection**

Education Leeds needs to collect and use certain types of information about people with whom it deals in order to operate. These include current, past and prospective employees, suppliers, pupils and school staff, clients and customers and others with whom we communicate. In addition, we may be occasionally required by law to collect and use certain types of information of this kind to comply with the requirements of government departments, for example, the Department for Education and Skills.

This personal information must be dealt with properly however it is collected, recorded and used, whether on paper, in a computer or recorded on other material, and there are safeguards to ensure this in the Data Protection Act 1998. We recognise that the lawful and correct treatment of personal

information by Education Leeds is very important to successful operations and to maintaining confidence between those with whom we deal and ourselves. We therefore ensure that our organisation treats personal information lawfully and correctly.

To this end we fully endorse and adhere to the principles of data protection as set out in the Data Protection Act 1998. Specifically, the principles require that personal information:

- a). shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions set out in Schedules 2 and 3 of the Data Protection Act 1998, are met;
- b). shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
- c). shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed;
- d). shall be accurate and, where necessary, kept up to date;
- e). shall not be kept for longer than is necessary for that purpose or those purposes and retained only for as long as stated in the Guidance for Retention of Personal Data;
- f). shall be processed in accordance with the rights of data subjects under the Act.