Confidentiality and Non-Disclosure Statement

**STEPPING STONES OUTREACH SUPPORT TEAM**

**The Data Protection Act 1998/General Data Protection Regulations (GDPR)**

As a data controller, **STEPPING STONES OUTREACH SUPPORT TEAM** have a responsibility to protect its personal data and any data / information received in line with the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) (which is came into force on 25th May 2018). Therefore, the appropriate confidentiality and security requirements must be agreed when entering the Service Level Agreement.

 **STEPPING STONES OUTREACH SUPPORT TEAM** provide guidance, advice and support for staff who are working with children exhibiting challenging and complex behaviours that are attending SCHOOLs within DISTRCIT 01, 02 and 04 on a regular basis. Our service will involve the use of the schools and child’s personal data. Therefore, the commissioning school must seek approval with the parent/ carer to share information with our service prior to discussions regarding support.

***Our service will comply with the following:***

Only use the data/ information the school shares with our service to provide guidance, advice and support and not for any other purpose or purposes unless agreed by the school /parent /carer.

Only ask for schools personal data that is adequate and relevant to the task at hand so you can provide the appropriate support.

Seek approval from the commissioning school who should seek approval from parents / carers to whether our service can liaise with other professional bodies e.g. Educational Psychologists / CAMHS etc.

Only hold schools / child’s personal data disclosed to you for as long as agreed by the commissioning school and no longer than 48 months or when no longer needed.

Ensure all our Outreach Staff understand and adhere to GPDR / confidentiality and data protection agreements.

Pass on all hard copies of files back to the commissioning school at the end of the period of work.

We will ensure we always securely destroy data in line with The Data Protection Act 1998 and the General Data Protection Regulations (GDPR).

We will take all appropriate technical and physical measures to protect the personal data you are holding on behalf of [commissioning schools]. For example: electronic personal data must not be held on an un-encrypted device and ensuring that all electronic systems are protected. If you are accessing paper records this must be transported from one location to another securely.

We will not share the schools / child’s personal data we disclose to you with any other third parties without the consent of commissioning school / parent / carer unless you are permitted to by law.

Under no circumstances will the schools / child’s personal data you are collecting be transferred outside of the European Economic Area (EEA).

***We expect the commissioning school to adhere to the following:***

Ensure that the agreed consent forms are completed prior to any work being carried out with the child / parents / carers.

Only send information that is encrypted.

Provide parents / carers with copies of the reports / information compiled on the child.

Seek approval for whole class support in advance of any work beginning.

Seek approval for any 1:1 or small group work commencing.

Ensure the staff that the team are working with fully understand confidentiality, data protection and GPDR and are adhering to the same principles.

Unlawful disclosure or selling of personal information

Under The Data Protection Act 1998 and General Data Protection Regulation (GDPR) is it a criminal offence to sell or disclose personal data ‘knowingly or recklessly’ to anyone you are not supposed to, therefore, any inappropriate or unauthorised disclosure of the schools personal information could be subject to legal action.

I have read, understood and will comply with the above conditions

Signed:……………………………………………………………………..……

**COMMISIONING SCHOOL** :…………………………………………………

I have read, understood and will comply with the above conditions

Signed:……………………………………………………………………..……

**STEPPING STONES OUTREACH SUPPORT TEAM**

Date:……………………………………………………………………………..