



# BROMLEY EDUCATIONAL TRUST

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## Confidentiality Policy

<b>Responsible post holder</b>	Executive Headteacher
<b>Approved by / on</b>	9 <sup>th</sup> March 2016
<b>Next Review</b>	9 <sup>th</sup> March 2017

## Confidentiality

You shall not either during your employment (except in the proper performance of your duties), nor at any time after its termination, use for your own purposes (or for any purposes other than those of the Bromley Educational Trust) or divulge to any person, Bromley Educational Trust, company or other organisation whatsoever any confidential information belonging to the Bromley Educational Trust or to any Subsidiary or relating to its or their affairs or dealings which may come to your knowledge during your employment. This restriction shall cease to apply to any information or knowledge which may come into the public domain after the termination of your employment, other than as a result of unauthorised disclosure by you or by any third party.

Confidential information shall include (but shall not be limited to) the following:

- (a) Information concerning the services offered or provided by the Bromley Educational Trust or any Subsidiary including the names of any persons, companies or other organisations to whom such services are provided, their requirements and the terms upon which services are provided to them (save that such information shall not be regarded as confidential once it has been published in any prospectus or other document which is available to members of the public);
- (b) The Bromley Educational Trust's marketing strategies and business plans or those of any Subsidiary;
- (c) Any information relating to a proposed reorganisation, expansion or contraction of the Bromley Educational Trust's activities (or those of any Subsidiary) including any such proposal which also involves the activities of any other Bromley Educational Trust or organisation;
- (d) Financial information relating to the Bromley Educational Trust or any Subsidiary (save to the extent that such information is included in published audited accounts);
- (e) Details of:
  - (i) Employees of the Bromley Educational Trust or any Subsidiary, the remuneration and other benefits paid to them and their experience, skills and aptitudes;
  - (ii) Any arrangements for the supply of personnel to the Bromley Educational Trust or any Subsidiary by a third party provider;
- (f) Any information which you have been told is confidential or which you might reasonably expect to be confidential;
- (g) Any information which has been given to the Bromley Educational Trust or any Subsidiary in confidence by students or other persons, companies or organisations.

All records, documents and other papers (together with any copies or extracts thereof) made or acquired by you in the course of your employment shall be the

property of the Bromley Educational Trust and must be returned to it on the termination of your employment.

Details of the Bromley Educational Trust's Public Interest Disclosure Procedure applicable to you are available from the Human Resource Department at Bromley College of Further & Higher Education. This procedure may be varied by the Bromley Educational Trust from time to time. Nothing in this contract is intended to prejudice your rights under the Public Interest Disclosure Act 1998.

Any request received by you under the Freedom of Information Act 2000 should be forwarded to the Executive Director of HR & Communications (via Bromley College of Further & Higher Education) and copied to your line manager, for consideration. Under no circumstances should you respond to such a request directly.