



# Confidentiality Agreement

## Compass Advocacy SEND

Last updated: January 2026

This Confidentiality Agreement explains how confidential information is handled by Compass Advocacy SEND when providing independent SEND advocacy, EHCP support, workshops, and consultancy services.

By engaging our services, you agree to the terms below.

### 1. Confidential Information

This includes personal data, child and family information, educational records, reports, correspondence, and any information shared during the engagement.

### 2. Use of Information

Confidential information is used only for delivering agreed services and will not be shared without consent unless legally required.

### 3. Safeguarding & Legal Duties

Confidentiality may be breached where there is a safeguarding concern or legal obligation to disclose information.

### 4. Information Sharing

With consent, information may be shared with schools, local authorities, and professionals involved in advocacy.

### 5. Data Protection

Information is handled in line with UK GDPR and the Data Protection Act 2018.

### 6. Storage & Security

Appropriate measures are in place to protect confidential information.

### 7. Duration

Confidentiality continues after the engagement ends unless disclosure is required by law.

### 8. Client Responsibilities

Clients agree not to share Compass Advocacy SEND materials without permission.

### 9. Governing Law

This Agreement is governed by the laws of England and Wales.

### Acceptance

By signing below or confirming in writing, you agree to this Confidentiality Agreement.

Client Name:	
Signature:	



Date:	
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