SCHOOL BANK

[INSERT SCHOOL NAME AND ADDRESS]

**Understanding your Duty of Confidentiality**

Every Bank and financial institution has a duty to keep their customers’ information confidential. This duty of confidentiality extends to all the information that the bank has about the customer including any transactions the customer carries out on his/her account.

As a member of Bank of Ireland’s [ insert school name] School Bank Staff it is important that you understand that you will also have to keep any Bank Information or Customer Information to which you have access to in the course of your work with the School Bank in the strictest confidence. You must not disclose this information on purpose or even by accident.

This means:

1. You must not talk about the customer’s accounts, about what their account balance is, about any lodgements or withdrawals they make, or even whether or not they have a School Bank Account with anyone who is not a Bank of Ireland Staff Member or a School Bank Staff member.
2. You must only use Bank Information or any Customer Information for the purposes of carrying out your work for the School Bank and for no other purpose.
3. You must take care with Customer Information and with Bank Information, do not leave this information or any documents containing Bank or Customer Information lying around but put it away safely when you are not using it.
4. You must inform the Bank’s Representative Staff [insert name of Bank’s Representative Staff] immediately of any instance where Bank Information or any Customer Information is wrongly disclosed whether accidently or not.
5. You must not make any notes or copies of any Bank Information or Customer Information except where this is part of your work with the School Bank.

“Bank Information” means information provided by Bank of Ireland to you for the purpose of carrying out the work of the School Bank or any information about the Bank which comes into your possession in the course of your work with the School Bank or in connection with your work with the School Bank.

“Customer Information” means any information about any customer of the Bank of Ireland but in particular a student customer of [insert school] School Bank, including whether the customer has a School Bank Bank account, their account number, all account details and any transactions made on their account.

Please acknowledge that you have read and understood this School Bank Confidentiality Memo by signing this undertaking and returning it to [*insert name of Bank’s Representative Staff*].

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Student Name

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_