CONFIDENTIALITY AGREEMENT

A. You must always be aware of the confidentiality of information gained during your duties, which may include access to personal information relating to clients and members of staff. It is expected that you understand the importance of treating information in a discreet and confidential manner, and your attention is drawn to the following:

1) All documentary or other material including any downloaded data onto a laptop or PC, USB drive or any other storage device containing confidential information must be kept securely at all times when not being used by a member of staff and must be returned to us at the time of termination of your employment with us, or at any other time upon demand;

2) Information regarding the business and clients must not be disclosed either orally or in writing to unauthorised persons. It is particularly important that you should ensure the authenticity of telephone enquiries using the procedures we have in place which have been notified to you separately;

3) Conversations relating to confidential matters affecting the business and clients should not take place in situations where they can be overheard (i.e. in corridors, reception areas, lifts, etc.);

4) You are reminded that all information that:

   a) is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence;

   b) relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort; and

   c) has not been made public by, or with our authority;

   shall be confidential, and (save during our business or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without our prior written consent.

5) You are to exercise reasonable care to keep safe all documentary or other material containing confidential information

6) and shall at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession.

7) Any breach of confidentiality may be regarded as misconduct/gross misconduct and be the subject of serious disciplinary action which may result in your dismissal.

B. The importance of confidentiality cannot be stressed too much, and it is important that it be always borne in mind.

C. The restriction shall continue to apply after the termination of employment without limit in point of time but shall cease to apply to information ordered to be disclosed by a Court of competent jurisdiction or otherwise required to be disclosed by law

D. For the purposes of clarity, you shall not at any time (save as required by law) before or after the termination of your employment, disclose such information to any person without our prior written consent.

E. In addition, you must make yourself aware of our data protection policies in relation to data security and ensure strict adherence to the provisions therein at all times. Personal data about the company's employees, clients, suppliers etc is to be handled with utmost care and you must ensure that compliance with our data protection policies is ensured. If you become aware of a data breach, you must inform (name) immediately at (contact details).

I have read and I understand the above terms. I agree that they form part of my Contract of Employment

SIGNATURE:

NAME: PRINT

DATE: DD/MM/YYYY