**Confidentiality Agreement - Individual**

ORGANISATION/INDIVIDUAL NAMEagrees that, in consideration of YOUR ORGANISATION allowing me to access their BRIEF DESCRIPTION OF FILE/DATABASE TYPE, I will not, during the engagement or at any time afterwards (except in proper performance of my duties and with prior written consent of YOUR ORGANISATION), divulge to any person, firm or company whatsoever, and will during the engagement use my best endeavours to prevent the publication or disclosure of, and will not make use of and will prevent the use of:

1. any confidential information concerning the council, accounts or finances of YOUR ORGANISATION or of any client, customer, employee, agent, servant or supplier of YOUR ORGANISATION which has at any time come to my knowledge during the engagement; and
2. any other information designated as confidential by YOUR ORGANISATION which has at any time come to my knowledge during the engagement.

For the avoidance of doubt, information shall cease to be confidential once it has become available to the public generally otherwise than as a result of an unauthorised disclosure by me.

**Observance of policies and procedures**

I will, throughout the period of the engagement, observe YOUR ORGANISATION’s policies and procedures covering such matters as, but not limited to, data protection, information security, change management, access control, health and safety, data disclosure, use of computers and internet.

|  |  |
| --- | --- |
| Period of Access: |  |
| Signature: |  |
| Printed Name: |  |
| Date Signed |  |

This form should be returned to XXX, prior to the commencement of engagement.

|  |
| --- |
| Authorised on behalf of YOUR ORGANISATION by: |
| Signature: |  |
| Printed Name: |  | Date: |  |