

Confidentiality Agreement Warwickshire County Council

This confidentiality agreement should be signed by anyone undertaking work that gives access to personal and confidential information, where no equivalent agreement is included in a contract with Warwickshire County Council (WCC).

By signing this statement, I am indicating that I understand my responsibilities to maintain confidentiality and agree to the following: -

1. I will access data only for the Agreed Duties defined below for which I am authorised explicitly. On no occasion will I use this data, including personal or confidential information, for my personal interest or advantage, or for any other business purposes.
2. I will maintain the privacy and confidentiality of all accessible data and understand that unauthorised disclosure of personal/confidential data is an invasion of privacy and may result in my volunteering role with WCC being terminated with immediate effect, plus civil and/or criminal actions against me.
3. I understand that where I have been given access to confidential information I am under a duty of confidence and would be liable under common law for any inappropriate breach of confidence in terms of disclosure to third parties and also for invasion of privacy if I were to access more information than that for which I have been given approval or for which consent is in place.
4. I will not disclose confidential or personal data or information to anyone other than those to whom I am authorised to do so.
5. All personal or confidential information will be kept secure while in my custody and no copies or notes containing personal identifiable information will be retained by me on completion of the Agreed Duties.
6. I understand that my name will be recorded on official WCC records in connection with access to personal data held by WCC.
7. I agree to notify WCC immediately should I become aware of an actual breach of confidentiality or a situation which could potentially result in a breach, whether this be on my part or on the part of another person.
8. If in doubt about any aspect of handling confidential or personal information, I will check with the nominated WCC Supervisor.
9. I have read the "WCC Information Compliance Policy" and any associated policies and procedures relevant to the Agreed Duties, as notified by the nominated WCC Supervisor. Policy and procedures can be found at: www.warwickshire.gov.uk/im.
10. Should my work in relation to the Agreed Duties discontinue for any reason, I understand that I will continue to be bound by this signed Confidentiality Agreement.

Agreed Duties:

Insert a description of the activities to which this agreement applies and delete this line

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Confidentiality Declaration

To be completed by the individual

I have read and understood the conditions and undertake to comply with them when accessing personal and confidential information.

Signature: _____ Date: ____/____/____

Name: _____
(BLOCK CAPITALS)

To be completed by the WCC Supervisor

Signature: _____ Date: ____/____/____

Name: _____
(BLOCK CAPITALS)

Team: _____

Business Unit: _____

A copy of this signed sheet should be kept by the individual and the original saved on file

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Information Management
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