

Confidentiality Statement

[] (the “Section”) deals with a significant amount of confidential information. This information includes sensitive data. You are therefore asked to confirm that you will treat all information being used or held by the Section as strictly confidential.

I agree:

- Not to release information used or held by the Section to any party outside of the Section unless agreed written conditions expressly allow for this or authority has been given by the Head of Section.
- If I am in doubt as to whether information can be released outside of the Section I will first check with the Head of Section.
- I have read and agree to comply with the Section’s [data protection protocol][security policy] (attached).
- To report any breaches or potential breaches of confidentiality to the Head of Section.

The Head of Section is [].

If you have any queries or concerns please speak to the Head of Section before signing this statement.

Signed.....

Date.....

Print name.....

Position.....

Signed.....

Date.....

Print name.....

Head of Section

One copy to be retained by the individual signing, another copy to be filed.