

CONFIDENTIALITY AGREEMENT

Agency Worker Confidentiality Agreement

To Guildford Borough Council :

1. In return for Guildford Borough Council providing information to me in the course of my assignment as an Agency Worker with Guildford Borough Council I promise to do the following in relation to the information given to me or obtained by me in the course of such placement (“the Information”):

- I promise to hold the Information in the strictest confidence, and to ensure that it is kept in a safe and secure place when not in use. I acknowledge that no Information is to be removed from Client premises without the permission of the Client;
- I promise to use the Information only for the purpose of the work for which I have been given such Information;
- I promise not to disclose it to any third party or to copy the Information except as may be required in the course of my duties;

2. I agree that any breach of this undertaking by me or any third party to whom I release the Information may result in legal proceedings being commenced against me including a claim for the recovery of any losses or damages incurred by the Client as a result of that breach.

Signed by

Print Name

Dated:.....