

## CONFIDENTIALITY UNDERTAKING FOR CONTRACTORS

### *to be signed by Individual*

I acknowledge that, in the course of the work which the FCA has requested to be carried out, I may obtain information (whether or not in documentary form) relating to the FCA and its internal affairs, and information about third parties (together, the "Information").

In consideration of you appointing me to carry out this work, I undertake at all times:

- a) to comply with the requirements of all applicable legislation, including (without limitation) the Data Protection Act 1998 and the confidentiality requirements of the Financial Services and Markets Act 2000;
- b) to keep the Information absolutely confidential, and without the FCA's prior written consent not to store it (or any part of it), make any copies of it (or any part of it), or disclose it (or any part of it) to any person, save where the FCA confirms to me in writing that this is strictly necessary to perform the work which the FCA has asked to be carried out;
- c) not to use the Information (or any part of it) otherwise than for the purpose of fulfilling my contractual obligations to the FCA or (if applicable) to any other firm which has subcontracted this work to me;
- d) to take all reasonable steps to ensure that no other person gains access to the Information that I may obtain (or any part of it), and to inform the FCA immediately upon learning that any person who is not duly authorised has gained access to it (or any part of it); and
- e) to return the Information, including any copies:
  - (i) as soon as possible following, and in any event with 5 working days of, a request from the FCA that the Information be returned; and in any event
  - (ii) Immediately on completion of the work which the FCA has requested be carried out.

I accept that these obligations will continue to apply even when the work is completed.

I understand that any breach of these provisions, or any other action that is likely to bring the FCA into disrepute or to cause financial loss, will render me liable to appropriate disciplinary action, which may result in termination of my contract with the FCA.

In addition, I acknowledge that where by virtue of any applicable legislation (including, without limitation, section 348 of the Financial Services and Markets Act 2000) disclosure of the Information (or any part of it) is a criminal offence, and that I may be liable to prosecution if I make any disclosure in breach of that legislation.

Signed.....

[print name].....

Company/Firm..... Self Employed Yes ☐ No ☐

Subcontracted by (if relevant).....

Date:.....