Trainee Non-Disclosure &

Security Agreement

# Non- Disclosure & Confidentiality

You recognise and acknowledge that the Company possesses confidential information that is important to its business and that you may have access to during your training. You further recognise and acknowledge that disclosure of confidential information to any actual or potential competitor is likely to place the Company at a competitive disadvantage or otherwise cause immeasurable financial or other harm to the business of the Company.

You therefore agree that you shall not during your training with the Company, and at all times (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organisation whatsoever, or disclose to any person, company, business entity or other organisation whatsoever, any trade secrets or confidential information relating or belonging to the Company.

For the purpose of this clause, Confidential Information shall include but not be limited to:

* Customer databases/client information.
* Business plans and forecasts.
* Financial information relating to the Company that is not in the public domain.
* Intellectual property details which are not in the public domain.
* Marketing information.
* Plans, designs or formulae that are not in the public domain.
* Research that is being carried on by the Company into its products and which is not in the public domain.
* Technical information relating to the Company or its customers or clients.
* Training materials which are not in the public domain.

Nothing in this clause will prevent you from being able to use your own personal expertise and information that has come into the public domain.

Trainee Non-Disclosure & Security Agreement

# Trainee Information Security Awareness

The purpose of this section is to ensure that any trainees who are given access to QA systems or data is aware of the fundamentals of Information Security and conditions of system access.

# Information Security

* Never leave your PC or laptop unlocked when not actually using it (use CTRL/ALT/DEL to lock the screen).
* Never disclose or share any usernames or passwords that you have been given to access QA systems.
* All paperwork containing personal (data pertaining to any individual) or containing commercial details must be securely stored if not actively in use. This includes your desk and any work areas you use
* Never copy commercially sensitive information to a USB memory stick or CD/DVD.
* Any paperwork containing personal or commercial data that is no longer required must be securely shredded and not recycled placed in a bin.
* Never remove any paperwork from QA premises that contains personal or commercial information.
* Never disclose outside of QA any personal or commercial information that was trusted to you within QA.
* Ensure that any doors with PIN locks or other access control systems (e.g. swipe cards or fobs) are locked when the last person leaves the room.
* When printing, ensure that the job is collected from the printer immediately.
* Never install any software on a QA system without approval from the IT Service Desk.
* Never copy any copywrite materials such as manuals, music, videos to a QA system.
* Never allow anyone into a QA property without confirming who they are and why they are there.
* If you have any questions surrounding Information security you should speak to the Academy Office Manager.

Trainee Non-Disclosure & Security Agreement

Please sign this agreement and return it to the Academy Office Manager. If you require a copy of the letter for your records you can use the office printer to take a copy.

If there is any aspect of this agreement that is unclear please do not hesitate to contact the Academy Office Manager, HR or the IT Service Desk for clarification.

# User Declaration

I have read the above agreement and confirm that by signing below, I will comply with the instructions and guidance provided. I understand that this agreement remains in place until my training is terminated or I sign my employment contract.

I understand that I may be subject to legal or criminal proceedings should I disregard this guidance.

**Full Name**

Ayesha Raja

**Date Signed**

29/11/2020

AyeshaRaja

**Signature**