**Confidentiality Agreement**

Name:Date of birth:

Address:

# **General information**

EUI Limited (“The Company”) holds a variety of information on customers, employees and others. Under the Data Protection Act 1998, it is an offence to obtain, hold or disclose personal data on others which exceeds the normal completion of your duties or our duties as a company.

The Company has rules concerning personal data and other confidential information set out in this leaflet and ‘The Big Book’ of Policies and Procedures (as amended from time to time) and certain areas of the Company also have more specific rules or procedures concerning personal data. Breach of these may lead to action. If you are in doubt about whether it is legal or appropriate to collect, keep or disclose information relating to any individual/s, you should refer to a manager for guidance.

# **Data the company holds about other people**

If the Company fails to comply with its obligations under Data Protection Legislation we may face criminal prosecution. In addition, if you are responsible for any failure to comply with data protection legislation you may also face criminal prosecution resulting in a fine or possible custodial sentence.

***You must not process any personal or sensitive personal data relating to the Company’s customers, unless you are required to carry out such processing as part of your ordinary duties or you have the express consent of your line manager or the Customer. You must not disclose any personal or sensitive personal data about any of our customers outside the Company or use it except for any reasons other in accordance with your duties. Personal opinions concerning business matters, or the customer personally, should not be recorded in writing or transmitted electronically. This includes fax and email.***

You are required under the Data Protection Act to ensure that all information entered onto the company’s computer system is correct. You must not alter information unless you have the authority of the person it is about, or your line manager.

**Data the company holds about you**

The data held about you by the Company may include, but is not limited to, that recorded on:

The Intranet, Internet and e-mail systems

Security records/systems

Time keeping records/systems

Telephone recording/monitoring systems

Video monitoring systems

Personnel (PS) records/systems

Information recorded by you on the administration systems

The data used in connection with your work experience include, but are not limited to:

The provision of services by the Company to clients including the gaining, ending or transferring of such services.

The provision of confidential references, including potential future employers.

This may mean disclosure or transfer of personal data relating to you to third parties and, where applicable, associated Companies within the group, and the transfer of such data to other countries, both in and outside the European Economic Area.

You can make a formal request to see data held about you under the Data Protection Act. We also make less formal provision for you to access information we hold about you through the People Services Department. Please see below.

# **Access to information held about you and our customers**

We have a responsibility to ensure that we keep your information safe.

If you take part in work experience with us, to protect your information we may ask you to provide us with some proof of identity when you make a **formal** request to access the information held about you.

In order to meet the same right with respect to other individuals, the Company may, from time to time, have to provide another individual with data that directly or indirectly identifies you.

**Social Networking Policy**

The following is the company’s social media and social networking policy. It applies to all networking, blogging and chat room forums etc. The policy has been compiled primarily to protect the reputation of the company, its employees, customers and partners and applies to on and off duty web use.  
The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

1. Comments posted on blogs, forums, social and professional networking sites should be respectful to the company, its employees, customers, partners, and competitors.
2. Comments posted on such sites should comply with the company’s confidentiality policy.
3. Company internal matters should not be discussed ,and company policies should not be violated (e.g. harassment policy.)
4. Information posted on such sites should not disclose any information that could put the company at a disadvantage to it’s competitors
5. Company logos and trademarks may not be used without consent from the Communications Department.

**Confidentiality and Data Protection Declaration**

I understand my rights and obligations under the Data Protection Act 1998, particularly those given in this document, and agree to the Company, and it’s associated Companies processing data about me as above.

I also agree that I shall not, without prior written consent from the Company, during my work experience with the Company, or even after it has ended for whatever reason, make known or divulge in any way, any information gained during my work experience which is not already generally available. This includes details about our customers.

During the course of my work experience by the Company, or after, I agree that I shall not discuss the Company’s activities with representatives of the media, including radio, press or television without prior written consent.

In addition, I agree to be bound by the decision of the Company with regard to publications, written or otherwise, of any work with which I may be associated in the course of my work experience with the Company.

It is mutually agreed that this shall not affect my right to make use of the general knowledge and skill that I acquire in the service of the Company.

Signed:

Please print your name in full:

Date: