



## Confidentiality Agreement Form

Form for all employees to sign – to include contracted employees, non- contract employees such as, agency, volunteers, student placements, Work Experience, suppliers (including window cleaners, maintenance engineers).

### **Your personal responsibility concerning security and confidentiality of information (relating to students, staff and the organisation)**

During the course of your time within BDS Training Ltd, you may acquire or have access to confidential information which must not be disclosed to any other person unless in pursuit of your duties or with specific permission given by a person on behalf of the Company. This condition applies during your relationship with the Company and after the relationship ceases.

Confidential information includes all information relating to the Company and its Students, Clients and employees. Such information may relate to student, staff and client records, telephone enquiries about students or staff, electronic databases or methods of communication, hand-written notes made containing student information etc. If you are in doubt as to what information may be disclosed, you should check with a manager.

The Data Protection Act – GDPR 2018 regulates the use of computerised information and paper records of identifiable individuals (students and staff). The Company is registered in accordance with this legislation. If you are found to have made an unauthorised disclosure you may face legal action.

I understand that I am bound by a duty of confidentiality and agree to adhere to this Code of Conduct and the requirements of the Data Protection Act – General Data Protection Regulations (GDPR) 2018.

PRINT NAME:	
SIGNATURE:	
DATE:	
<b>ON BEHALF OF BDS TRAINING LTD</b>	
WITNESS/MANAGERS NAME:	
SIGNATURE	
DATE	