

Confidentiality Agreement

Agency Worker confidentiality agreement

To London Borough of Havering

1. In return for London Borough of Havering providing information to me in the course of my assignment as an agency worker with London Borough of Havering. 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 to me 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 part 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 of the recovery of any losses or damages incurred by the client as a result of that breach.

Signed by

Print Name.....

Dated