

# Confidentiality Agreement

## Agency Worker confidentiality agreement

To London Borough of Barking and Dagenham

1. In return for London Borough Barking and Dagenham providing information to me in the course of my assignment as an agency worker with London Borough Barking and Dagenham. 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 given to me in the strictest confidence, and to ensure that it is kept in a safe and secure place when not in use, this will include IT, Blackberry's and paper. The use of flash drives is prohibited.
  - 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.

## Declaration of Interest

I hereby declare I am not engaged in or do not intend to engage in any work and/or business that is prejudicial to the work and/or business I will be taking for and on behalf of the council.

### Applicants declaration of interests / relationships with Members or employees

Applicants are required to declare when they are related to or in a close personal relationship with an employee or Councillor, A member of the Freemasons or any other organisation not open to the public and which has secrecy about rules or membership or conduct.

Are you related to or in a close personal relationship with a LBBB Member or employee? (delete as appropriate)

NO YES (please provide details)

Details: \_\_\_\_\_  
\_\_\_\_\_

Signed by .....

Print Name.....

Dated .....