



Confidentiality and Intellectual Property

Instructions to candidates: Please read the below, then print sign and date.

Instructions to suppliers: A signed form completed by the candidate needs to be viewed by the hiring manager and retained on the candidates file prior to the candidate being placed on site.

1. Confidentiality and Publicity

- 1.1 You shall not divulge to any person at any time whatever (and shall use your best endeavors to prevent publication or disclosure of) confidential information of the other party. Confidential information means any document, material, idea, data or other information which relates to LBR research and development, trade secrets or business affairs or which is marked as confidential or is by its nature confidential and disclosed to you as a result of your temporary assignment with the London Borough of Redbridge. Confidential information does not include any document, material, idea, data or other information that can be shown by the receiving party to be in the public domain other than by the receiving party's default.
- 1.2 You shall not communicate with the press or media without prior written consent of the Council and you shall refer any enquiries from the press of the media immediately to your line manager.

2 Intellectual and Other Property Rights

- 2.2 The copyright and all other intellectual property and proprietary rights whatsoever ("intellectual Property Rights") in any document, material, idea, data or other information, (including systems and methodologies, reports, preparatory works, drafts, working papers, correspondence and advice) which you produce or provide during the course of your assignment shall vest in LBR upon the date of such production or provision.
- 2.3 Notwithstanding any other provision of this Agreement, and for the avoidance of doubt, nothing in this Agreement shall operate to give any right of ownership or use of the methods and systems employed by LBR.

3 Data Protection

- 3.1 You agree that in carrying out your duties and responsibilities arising out of your assignment under this Agreement you shall at all times comply with the provisions of the Data Protection Act 1998 ("DPA")

4 Duration of the Provisions set out in this Schedule

4.1 For the avoidance of doubt, the provisions of this Schedule shall survive the expiration or termination of this agreement except in so far as the restrictions contained in Clause 1 shall cease to apply to any information which may come into the public domain otherwise than through your unauthorised disclosure.

Name of Candidate:

Signed:

Date: