

Confidentiality Agreement

This agreement outlines your personal responsibility concerning security and confidentiality of information, relating to the business affairs of Cleaning Technique Ltd and our client's organisations.

- During the course of your time with Cleaning Technique you will enter buildings where Cleaning Technique Ltd are contracted to supply a service, you may acquire or have access to confidential information which **must not be disclosed** to any other person unless ordered to disclose by our client, through us as your employer, a court of law, or an enforcement agency (such as police/HMRC)
- This condition applies **during your employment with Cleaning Technique and after it ceases.** Confidential information includes all information relating to the business affairs of Cleaning Technique, our client's business, their employees and clients.
- You should take time to familiarise yourself with the data protection procedures of the Client's organisation in accordance with the General Data Protection Regulations.
If you are found to have used any information you have seen or heard whilst working within a clients' premises, this is a serious matter and could result in your dismissal, under our disciplinary procedures and both yourself or Cleaning Technique may face legal action.

I understand that I am bound by a duty of confidentiality and agree to adhere to the conditions within this agreement

NAME OF ORGANISATION:

CONTRACT DETAILS:

PRINT NAME:

SIGNATURE:

DATE :/...../.....