

The Motor Caravanners Club Ltd
Confidentiality Agreement

1. I hereby undertake not to use or disclose to any unauthorised person, any confidential information relating to or received from The Motor Caravanners Club (MCC) for any reason unless expressly authorised by the MCC Directors or as required by law. I understand that this applies both during the term of my employment/voluntary work and after its termination.
2. Information may be classified as 'Confidential' if the MCC Directors would not release it in response to a request made under the Freedom of Information Act. Information is also confidential information if it is clearly marked as such or by its very nature is evidently confidential. This includes but is not limited to information held on members of the MCC.
3. I understand that the Data Protection Act governs the use and disclosure of information about living identifiable individuals. I will not use or disclose any personal data I acquire during my work for any purpose that is or may be incompatible with the purposes of that work.
4. I understand that I am required to keep all confidential and personal data securely and undertake to follow all relevant local procedures in so doing.
5. I hereby undertake to ensure that all records provided or created for the purposes of this agreement, including any back-up records, are passed back to the MCC or deleted/destroyed as directed, once I have received confirmation that the work I was employed to do has been satisfactorily completed and all the required information has been disposed of in accordance with the wishes of the MCC Directors.

Signed

Name

Address

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Date