

Appendix 4: Confidentiality Agreement for Employment

I,, understand that during my involvement with **PUT IN THE NAME OF YOUR BUSINESS**, whether this is as volunteer, director or employee, I may be party to confidential information. I shall not during, or after termination of, the engagement disclose or allow the disclosure of any confidential information relating to the business or client records.

The obligation of confidentiality both during and after the termination of this agreement shall not apply to any information which I am obliged to disclose under the Public Interest Disclosure Act 1998.

Any breach of this confidentiality agreement will automatically result in a disciplinary procedure and legal advice will be sought.

Signature:

Date: