

CONFIDENTIALITY AGREEMENT

I have read and understand the content of Plymouth Dance's Confidentiality Policy.

I agree to act in accordance with the Confidentiality Policy.

I am aware that information that:-

a. is or has been obtained during, or in the course involvement, or has otherwise been acquired in trust due to involvement with the organisation,

b. relates particularly to the organisation's business, clients or that of other persons or bodies with whom we have dealings of any sort, and

c. has not been made public by, or without our authority,

is confidential, and a paid member of staff/volunteer/service user shall not at any time, whether before or after the end of their involvement, disclose such information in any form to any person without our written consent.

I agree to exercise care to keep safe all documentary or other material containing confidential information, and at the time of end of my involvement with Plymouth Dance, or at any other time upon demand, return to the organisation any such material in my possession.

I agree not to disclose any information held by Plymouth Dance and not independently available to a third party without the individual's written consent and permission from the Coordinating Producer.

I realise that a breach of confidentiality is considered an act of Gross Misconduct and is subject to disciplinary action.

Signed:

Date:

Print Full Name: