

Press your tab key to enter the first active field enter your company name. Press your tab key to move to the next field and enter the form number. Press your tab key to move to the next field and enter the form issue number. On completion, save the form for future use and print it.

Confidentiality Agreement

Name of Screening Controller:

Job Title:

Part 1

CERTIFICATE

- 1 I hereby agree to maintain as confidential any and all such information as shall come into my possession from time to time regarding the company's various methods, practices and procedures, and particularly with regard to the employment policies.
- 2 I hereby agree to maintain as confidential any and all such information as shall come into my possession from time to time regarding the personal details of the company's job applicants, whether successful in securing employment or not. This is to include, as a minimum, the details as specified and listed in the Data Protection Act 1998 and the Rehabilitation of Offenders Act 1974.

This declaration and agreement continues in being and remains binding upon me from the date of signature shown below, until such time as the Withdrawal of Certificate below is signed by me, indicating that I regard myself as no longer being bound by this Declaration and Agreement. Should there be a requirement for disclosure of such information, a waiver is to be obtained from the Managing Director **prior** to such a disclosure being made.

Signed: Date:

Authorized by:

Job Title:

Part 2

WITHDRAWAL OF CERTIFICATE

I hereby give notice that I relinquish the duties of Security Controller and that I understand that the requirements of the above declaration and agreement remain in force indefinitely.

Signed: Date:

Copies of this form are retained with the Screening Controller's Personnel Records