



GDPR Confidentiality Agreement

1. I hereby undertake not to use, nor disclose to any unauthorised person, any confidential information relating to or received from The Real Apprenticeship Company for any reason unless expressly authorised by The Real Apprenticeship Company, or required by law. I understand that this applies both during the term of my employment/contract for services and after its termination.
2. Information may be classified as 'confidential' if The Real Apprenticeship Company would not release it in response to a request made under the Freedom of Information Act 2000. 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 financial information, information held on staff or student personal files and research data.
3. I understand that the use and disclosure of all information about living, identifiable individuals is governed by the Data Protection Act and GDPR. 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 doing so.
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 Head of Regulation and Compliance at The Real Apprenticeship Company , once I have received confirmation that the work I was employed to do has been satisfactorily completed and all the required information has been provided in accordance with The Real Apprenticeship Company's wishes.

Name

Signed

Address

Date