

## **Confidentiality and Non-Disclosure Agreement Form**

London Borough of Hackney information that may include, but is not limited to, financial, patient identifiable, employee identifiable, intellectual property, financially non-public, contractual, of a competitive advantage nature, and from any source or in any form (i.e. electronic, paper, tape, magnetic or optical media, conversations, film, etc.), may be considered confidential.

London Borough of Hackney's information's confidentiality and integrity are to be preserved and its availability maintained

The value and sensitivity of information is protected by law and by the strict policies of London Borough of Hackney. The intent of these laws and policies is to assure that confidential information will remain confidential through its use, only as a necessity to accomplish the organisations mission.

As a condition to receiving a computer login ID and/or allowed access to the LBH network or IT systems, and/or being granted authorization to access any form of confidential information identified above, I, the undersigned, agree to comply with the following terms and conditions:

- My Login ID and its associated password is equivalent to my LEGAL SIGNATURE and I will not disclose this code to anyone or allow anyone to access the system using my Login ID.
- I am responsible and accountable for all entries made and all information accessed under my Login ID, even if such action was made by me or by another due to my intentional/unintentional or negligent act or omission.
- Any data available to me will be treated as confidential information.
- I will not attempt to learn or use another's Login ID.
- I will not access any on-line computer system using a Login ID other than my own.
- I will not access or request any information I have no responsibilities for.
- I will not access any other confidential information, including personnel, billing or private information.
- If I have reason to believe that the confidentiality of my User Login ID/password has been compromised, I will immediately change my password and notify the London Borough of Hackney IT support service as soon as possible.
- I will not disclose any confidential information unless required to do so in the official capacity of my employment or contract. I also understand that I have no right or ownership interest in any confidential information.
- I will not leave a secured computer application unattended while signed on.
- I will comply with all policies and procedures and other rules of London Borough of Hackney.

- I understand that my use of the system will be periodically monitored to ensure compliance with this agreement.
- I agree not to use the information in any way detrimental to London Borough of Hackney and will keep all such information confidential.
- I will not disclose protected health information or other information that is considered proprietary, sensitive, or confidential unless there is a need to know basis.
- I will limit distribution of confidential information to only parties with a legitimate need in performance of the London Borough of Hackney's mission statement..
- I agree that disclosure of confidential information is prohibited indefinitely, even after termination of employment or business relationship, unless specifically waived in writing by the authorised party.
- This agreement shall survive the termination, expiration, or cancellation of this agreement.

Information exchanged between the Parties pursuant to this Agreement

- a) shall not be distributed, disclosed, or disseminated in any way or form by the recipient to anyone except its own employees who have a reasonable need to know said Information;
- b) shall be treated by the recipient with the same degree of care to avoid disclosure to any third party as is used with respect to the recipient's own information of like importance but in any event not less than a reasonable level of care.

I further understand that if I violate any of the above terms, I may be subject to disciplinary action, including discharge, loss of privileges, termination of contract, legal action for monetary damages or injunction, or both, or any other remedy available to London Borough of Hackney.

London Borough of Hackney Approvals			
Position	Name	Signature	Date
ICT Assistant Director			
LBH Business approval			
ICT Security Analyst			

3 <sup>rd</sup> Party Approvals			
Position	Name	Signature	Date
Company Director			
3 <sup>rd</sup> Party user who will access Council systems			