



Confidentiality Agreement

For all Candidates

Candidate
name:

Candidate
Number:

I acknowledge that in the course of my duties as a temporary worker I may be provided with access to information, which is confidential to the client at which I am placed, including personal information on service users and information on the client's services, policies and procedures.

I acknowledge and undertake that, in consideration of the disclosure of the relevant information to me, I will use it only to carry out my duties involved in the provision of the services, I will not use the information for any other purpose and I will not disclose the information to any third parties other than those the client informs me are allowed to receive it or to other staff involved in the provision of the services.

I also acknowledge that once my contract with the client has ended I will ensure that any documents, entry fobs, keys or passes are returned to the client as soon as possible.

I understand the obligations of the confidentiality agreement set out above do not apply to any information which is (or which becomes) available to the public in any other way than by breach of this agreement or of any other duty.

Signed: _____

Date: _____
