**CONFIDENTIALITY AGREEMENT – to be signed by Customers**

1. I hereby undertake not, during the term of my engagement or after its termination, for any reason unless expressly authorised by landlord , or required by law, to disclose to any unauthorized person, nor use, any confidential information relating to or received from the association, its tenants or contractors.
2. Such information includes but is not limited to financial information, information held on staff or tenant files and research data. Information is also confidential information if it is clearly marked as such or by its very nature is evidently confidential.
3. I understand that the use and disclosure of all information about identifiable living individuals is governed by the Data Protection Act. I will not use any personal data I acquire during my research for any purpose that is or may be incompatible with the purposes specified in this agreement.
4. I understand that I am required to keep all confidential and personal data securely.
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 Association or deleted as directed, once I have received confirmation that the research I was employed to do has been satisfactorily completed and all the required information has been provided in accordance with the Associations wishes.
6. I understand that the Association reserves the right to take legal action against any breach of confidence.

Signed …………………………………………………………..

Name…………………………………………………………….

Address………………………………………………………………………………….

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Date ………………………………………………..