Greenwich Students' Union
Employee Confidentiality Agreement

I, _____, agree with the following statements:

I have read and understood that I may come in contact with information that contains personal data or commercially-sensitive information during my time at Greenwich Students' Union (GSU).

As part of the terms and conditions of my work, GSU expects me to hold in confidence any such information that I may come into contact with. I also understand that I have an obligation to protect any highly sensitive and/or confidential information that is disclosed throughout all departments within the SU.

I agree to never remove any such confidential material of any kind from the premises unless authorised as part of my duties, or with the express permission or direction to do so from my line manager or higher managers at the Greenwich Students' Union. This includes any printing, copying, photographing, recording or forwarding email, information on my personal (G) drive or the shared U drive, or otherwise disseminating any sensitive and/or confidential information that is given, shown or available to me, or otherwise comes to my attention.

Below are illustrations of the kinds of confidential information that I may come into contact with during the course of my employment/volunteering at GSU. This is not a fixed list.

- Any personal Information regarding students, prospective students, employees, donors, associates, members or guests of the Union, including but not limited their physical/mental health, finances, address and contact information;
- Whether or not students or others have sought advice or support from GSU Union or elsewhere, the nature of their enquiry or advice/assistance given;
- Information regarding financial circumstances of the Union or any partnerships with the Union;
- Access to electronic files of any kind containing personal data, especially MSL files.

I recognise that misuse of, or failure to safeguard, personal data or commercially-sensitive information may give rise to criminal or civil proceedings, including GSU disciplinary action.

Signed by: Date:

_____ _____

Signature:

_____