**Directorate for the Student Experience**

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**Confidentiality and Data Protection Agreement for Agency Staff**

Confidentiality

In the course of your engagement you may be exposed to information about the University and its subsidiaries, suppliers, customers, students or employees which is confidential or is commercially sensitive and which may not be readily available to other organisations or the general public.

You shall not, except in the proper course of your duties, either during this appointment or after its termination (however arising), use or disclose to any person, company or other organisation whatsoever (and shall use all reasonable endeavours to prevent the publication or disclosure of) any confidential information. This includes (but is not limited to) financial information; details of employees, suppliers, customers or students and any information which you have been told is confidential or which you might reasonably expect to be confidential.

This will not prevent you from making a protected disclosure within the meaning of section 43A of the Employment Rights Act 1996.

Data Protection

Whilst you are working at The University of Manchester you may have access to the personal data of staff, students and other individuals in the course of your duties.

It is important that you abide by the following rules:

• Only access data necessary to undertake the task you have been assigned;

• Never disclose personal data to a third party;

• Never use personal data for your own purposes;

• Never remove personal data from University premises without authorisation;

• Always keep personal data secure i.e. do not leave information visible on screen whilst you are away from the computer and paper records should be locked away when not in use;

• Always lock your computer if you leave it unattended.

These rules are designed to ensure that The University of Manchester complies with the Data Protection Act 1998, that the privacy of individuals whose data the University holds is protected and that you personally comply with rules around the misuse of computerised systems.

Your line manager will be able to provide further information or guidance can be found at: [www.dataprotection.manchester.ac.uk](http://www.dataprotection.manchester.ac.uk)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For office use only and kept on file:*

Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date started: \_ \_ / \_ \_ / \_ \_ Date left: \_ \_ / \_ \_ / \_ \_

IT Systems Access: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Data Protection Training required: Yes / No Date Completed: \_ \_ / \_ \_ / \_ \_