



## Duty of Confidentiality Office of Rebecca Smith MP

I, the undersigned, hereby agree that I will at all times, both during my time in the office of Rebecca Smith MP and afterwards in perpetuity, except where such information is in the public domain:

- maintain the strictest confidence with regard to the business and constituent affairs of Rebecca Smith MP, except to the extent that I may be authorised to disclose them by a Court of Law or any authorised or enforcement agency such as the police, a Regulatory Body given powers under the Financial Services Act, HM Revenue & Customs, etc;
- refrain from revealing or using confidential information;
- refrain from using computer equipment and accessing the Internet except when authorised to do so and for official employer business as unauthorised usage could result in damage to the equipment and loss of stored data.

I undertake to familiarise myself with the requirements of the UK General Data Protection Regulation and the Data Protection Act 2018 and understand that Rebecca Smith MP is obliged as a consequence, to view any breach of these procedures as a serious matter of discipline.

I understand that any breach of this agreement could result in sensitive and confidential data being disclosed interested parties and any such conduct on my part may render me liable to summary dismissal under the disciplinary procedure.

I agree that the Employer may monitor all electronic communications using equipment provided by it, including desktop PCs, laptops, mobile and fixed-line telephones [to secure compliance with this agreement/for the purposes of regulatory compliance].

Signed: \_\_\_\_\_ (Employee)

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

Witnessed by: \_\_\_\_\_

Office of Rebecca Smith MP