**Paleo Fitness**

**CONFIDENTIALITY AGREEMENT**

This agreement should be signed by all staff, volunteers and Directors associated with PALEO FITNESS LTD.

I, the undersigned, hereby agree that I will at all times, whether or not in the employ of this organisation and except where such information is in the public domain:

* maintain the strictest secrecy with regard to the business affairs of the organisation and its customers, products and product lists, except to the extent that I may be authorised to disclose them by the board of directors of this organisation, a court of law, any authorised or enforcement agency (such as the police, a regulatory body given powers under the Financial Services Act or HM Revenue & Customs) or by public interest disclosure legislation;
* refrain from revealing or using confidential information regarding systems and programme design, and data for personal gain;
* use computer equipment and access the internet only when authorised to do so and only 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 data protection procedures set down by the organisation as a result of the General Data Protection Regulation and understand that the organisation 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 the organisation's sensitive and confidential data being disclosed to competitors or other interested parties and any such conduct on my part may render me liable to summary dismissal under the disciplinary procedure.

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| **Name:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date:** |  |