

FATS/3 APPENDIX 1 TO SCHEDULE 1

CONFIDENTIALITY UNDERTAKING

You have been assigned to carry out Work under Tasking Order No

In addition to your normal obligations with respect to UK security arrangements, you must be aware that you may be exposed to commercially sensitive information while operating on the Authority's premises. It is imperative that you appreciate the implications of this.

In particular you are required to sign the following Undertaking:

1. I confirm that I am fully aware that, as part of my duties with my Employer in performing the above Contract, I shall receive information, whether documentary, electronic, aural or in any other form, belonging to the Secretary of State for Defence or third parties. I may also become aware, as a result of my work in connection with the Contract, of other information concerning the business of the Secretary of State for Defence or third parties, which is by its nature confidential.
2. I am aware that I should not use or copy for purposes other than carrying out the Contract, or disclose to any person not authorised to receive the same, any information mentioned in paragraph 1 unless I have obtained the consent of the Authority's sponsor of the Contract. I understand that such persons in this context include other employees of my Employer who are not entitled to receive the information.
3. Unless otherwise instructed by my Employer, if I have received documents, software or other materials from the Secretary of State or other third party for the purposes of my duties under the above Contract then I shall promptly return them to the Secretary of State or third party at the completion of the Contract or, at the option of the Secretary of State or third party concerned, destroy them and supply a certificate of destruction. Where my Employer may legitimately retain materials to which this paragraph applies after the end of the Contract, I shall ensure that they are stored and access is controlled in accordance with my Employer's rules concerning third party confidential information.
4. I understand that any failure on my part to adhere to my obligations in respect of confidentiality is a serious disciplinary offence under the terms of my employment.

Signed

on behalf of

Position

Date

I understand and agree to abide by the above conditions:

Signed (Employee)

Date