

Annexure: 03

CONFIDENTIALITY AGREEMENT

(To be signed by the person helping as a Secretarial Assistant)

I do hereby declare to maintain confidentiality and agree to the following: -

1. I understand that my name will be recorded on official records in connection with the functioning of the Committee and all matters related therein.
2. I will maintain the privacy and confidentiality of all accessible data (electronic & printed) or spoken confidential information.
3. I will access data only for which I am authorised explicitly. On no occasion will I use this data including personal, confidential, or subject information for my personal interest or advantage or for any other purpose.
4. I will not disclose confidential or personal data or information to anyone other than those to whom I am authorised to do so.
5. I agree to protect the confidentiality.
6. If in doubt about any aspect of handling confidential or personal information, I will inform the Member Secretary/Convener or any authorized person.

Signature of Coordinator/Office assistant: _____ Date:

_____/_____/_____

Name: _____

Signature of Member Secretary/Convener: _____ Date:

_____/_____/_____

Name: