



CONFIDENTIALITY & USER CONDUCT AGREEMENT

Confidentiality

I hereby undertake not to use, nor disclose to any unauthorised person, any confidential information relating to or received from the CIO Marburg for any reason unless expressly authorised by the CIO Marburg, or required by law. I understand that this applies both during the term of my [employment/voluntary work] and after its termination.

I understand that the use and disclosure of all information about living, identifiable individuals is governed by GCP requirements. I will not use or disclose any personal data I acquire during my work for any purpose that is or may be incompatible with the purposes of that work. I will take all possible steps to protect the confidentiality of the information that I handle. This means that if personally identifying information is made known to me, I will not disclose it – either verbally or in writing – to anyone not named on the information asset register.

I understand that I am required to keep all confidential and personal data securely, and undertake to follow all relevant local policies and procedures in doing so.

I hereby undertake to ensure that all records provided or created for the purposes of this agreement, including any backup records, are passed back to the CIO Marburg contact or deleted as directed, once I have received confirmation that the work I was employed to do has been satisfactorily completed and all the required information has been provided in accordance with the CIO Marburg wishes.

User Conduct

I will use computer equipment only in accordance with the instructions provided to me by the CIO Marburg. I will keep the password or access code for computer equipment and files in a safe place, and I will not disclose this information to anyone unless explicitly instructed.

I will not leave a workstation or PC that I have logged into unattended and will lock that machine to prevent unauthorised access to data.

Whilst limited social and personal use of the facilities is tolerated, project use of the computing facilities must be given priority. The playing of computer games is not permitted at any time.

Staff Member	
Name :	
Signature :	
Role:	
Date :	

Head of <Your Unit>	
Signature :	
Name:	
Date :	