

## **Isle of Anglesey County Council Data Protection/Confidentiality Agreement**

The Council holds, creates and obtains private and personal information about people, be they service users, local residents, elected members, employees or others. Personal data can be defined as all information about a living, identifiable individual. The Data Protection Act 1998 requires that personal information must be held and used lawfully and in accordance with peoples' rights. Personal information is also likely to be confidential. This agreement also extends to confidential information.

Everyone who works for or represents the Council must protect the personal data that they use and be aware of their obligations.

- Staff and Elected Members are required to maintain the confidentiality of information entrusted to them.
- The use of personal data must be fair, lawful and proportionate.
- It is a criminal offence to knowingly or recklessly disclose personal data without the Council's permission.
- Anyone who uses discusses or discloses personal data held by the Council without lawful authority may commit this offence.
- Staff cannot use personal data obtained at work for their own purposes.

This statement is to be signed by everyone who works for or represents the Council:

I, the undersigned agree that I will at all times, except where such information is in the public domain:

- Maintain the strictest confidentiality of private information and personal data, except to the extent that I may be authorised to disclose them by the Corporate Directors, a Court of Law or any authorised or enforcement agency such as the police or a Regulatory Body given powers under an enactment.

I undertake to familiarise myself with the Council's Data Protection Policy and understand that the Council is obliged as a consequence to treat any breach of confidence or the Data Protection Act 1998 as a serious matter of discipline.

I understand that a breach of this agreement means that my volunteer placement will cease immediately and it is possible that those whose data has been violated may proceed with legal action.

I understand that, as part of ensuring compliance with legislation and the common law duty of confidentiality, the Council may monitor all electronic communications using equipment provided by it, in accordance with the Council's policies on internet use and e-mail.

Supplied November 2013

I have read the above statement; I understand its contents and understand my responsibilities.

Print Full Name:

Signed:

Department:

Date:

Witness:

Department:

Date: