



Fidelity Agreement for Employees (paid or voluntary)

You may not during or after the cessation of your employment, whether paid or voluntary, with Glamorgan Archives disclose to anyone (other than in the proper course of your employment) or make personal use of any information of a confidential nature (whether relating to the Archive service, its funding authorities or any third party) obtained or received by you in the course of your employment.

Any breach may lead to disciplinary action for paid employees or to the permanent exclusion of volunteer/work experience employees. In addition, Glamorgan Archives reserves the right to take proceedings to restrain any unauthorised disclosure or use and to recover any loss or costs it incurs.

All confidential records, documents and other papers, together with any copies or extracts thereof, made or acquired by you in the course of your employment shall be the property of Glamorgan Archives and must be kept safe and returned on the termination of employment.

I agree to abide by the above conditions:

Signed:	
Full Name (printed):	
Position:	
Company/Body (if applicable):	
Date:	