

# TEAMWORK PARTNERSHIP

## CONFIDENTIALITY AND IT AGREEMENT

I, the undersigned, agree that in consideration of my assignment to undertake work for Teamwork, hereinafter referred to as "the business; I agree and undertake as follows:

I will:

### Confidentiality

1. Keep the secrets of the business (which shall be deemed to include the secrets of any company, firm or person with which they may be in commercial or technical co-operation or association) and I will not either during the period of my work for the business or at any time afterwards, divulge any information relating in any way whatsoever to the business or interests of the business to any third party or make use of such information to their detriment or prejudice, except where such information is already within or becomes part of the public domain otherwise than through disclosure or use of such information by myself.
2. Obey any directions of the business and follow any procedures laid down by them for protecting the security of information.
3. Obtain written permission from an authorised representative of the business before publishing any literature, delivering any lecture or making any communication with the Press relating to their services or any matter with which they may be concerned.
4. Not, without the approval and permission of an authorised representative of the business, remove from their premises any drawings, documents or prints thereof to display as examples of workmanship to other potential customers for my services.
5. I acknowledge that any discoveries, inventions, improvements, processes, ideas, data, calculations, formulae, whether patentable or not, and any software, documents, drawings, designs and other materials (and copyright and other intellectual property therein) made, discovered or developed by me in the course of my work for the business are their property and are to be considered as confidential information.

### IT Responsibility

1. It is the responsibility of every individual to protect the information assets of the business by exercising appropriate care in the use of the businesses information assets so that confidentiality, integrity and availability of these assets are maintained.
1. I understand the assignment to me of an email account and other password protected sites e.g. intranet, database etc is a privilege to access certain specific corporate baseline data and that I am expected to use it responsibly. I realise these accounts are to be used only by me and I will take all reasonable precautions to prevent disclosure of the password to others. If I suspect someone has obtained the account password, I will immediately change it and inform my supervisor. I will not write down my password. If I share my password, either intentionally or accidentally, and a violation occurs, I will be the person held responsible. In the event that excessive violations are noted or misconduct observed, the account will be inactivated and an appropriate investigation conducted. Under no circumstances will software protected by copyright laws be transferred by me without proper authorisation. Any information, data or systems I am exposed to or develop at the business relating to the businesses financial or business affairs, is or becomes the property of the business. It will not be disclosed by me to third parties without their prior written consent.

Worker Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Worker Signature: \_\_\_\_\_

Date: \_\_\_\_\_