## 

## **Confidentiality Statement**

The Common Law Duty of Confidentiality recognises that some information is provided with the expectation that it will not be disclosed or shared with others.

During your **T Level industry** **placement** with the Civil Service, you will have access to information relating to our business and be required to comply with this Duty.

All information should be considered confidential and therefore must not be discussed with or passed to anyone outside of our business. This means that:

* you must not mention or discuss any information in relation to your work here to anyone unless they are directly involved with the organisation;
* you must ensure information relating to your work and the organisation in general is kept and maintained securely;
* any information or data you receive, must be stored and disposed of in accordance with policies and good practice as explained by your manager or buddy.

Any breach of confidentiality on your part may result in action being taken against you, including your immediate withdrawal from the placement.

Additionally, you must be aware of the provisions of the Data Protection Act 1998 which protects our customers and employees identifiable or personal information. Under this Act it is a criminal offence, for which you will be liable as a participant, to access personal data or to disclose it without proper authorisation.

Therefore, while you are on your placement, if you are asked to release any information, either face-to-face or over the telephone, you should refer the person who requires the information to your manager or buddy.

Please sign below to indicate that you have read and understood the above statement.

**To be completed by the T Level student:**

I have read and understood the above statement.

|  |  |
| --- | --- |
| **Signed** |  |
| **Date** |  |