

**EDINBURGH NAPIER UNIVERSITY
DATA PROTECTION LEGISLATION
OATH OF CONFIDENTIALITY – CONTRACTORS**

Full business name			
Business address			
Phone and other contact details			
<p>I hereby confirm that I am authorised to sign this oath as an employee of the above named business, which has an agreement with Edinburgh Napier University to provide services that involve access to, or the processing of, personal and sensitive personal data. I understand that I have a duty of confidentiality in relation to this information and agree to abide by the requirements of data protection legislation. I personally undertake <u>not</u> to:</p> <ul style="list-style-type: none"> • Remove or make any copies or notes of the personal data I have access to at any time during the course of my employer’s agreement with the University or thereafter • Use any such data for any purpose other than to provide the services detailed in the agreement with the University • Disclose the data to any other individual or organisation external to the University <p>In addition, where appropriate I undertake to comply with the University’s Data Protection Policy Statement, any relevant sections of the University’s Data Protection Code of Practice and/or any other relevant University policies and procedures available online at: https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx</p> <p>I confirm that my employer provides mandatory Data Protection training every ____ years (this should be no longer than every 2 years).</p>			
Signed		Date	
Print name		Post held	
Manager Approval (External Supplier)		Witnessed (Edinburgh Napier colleague)	
Name		Name	
Department		Department	
Job Title		Job Title	
Signed		Signed	
Date		Date	

If working remotely Manager approval can be provided by email.
 ENU staff witness should be the colleague dealing with the main contract.