

**EDINBURGH NAPIER UNIVERSITY**

**DATA PROTECTION LEGISLATION: OATH OF CONFIDENTIALITY**

**SCHOOL PUPIL PLACEMENT**

<b>Full name</b>			
<b>Current address</b>			
<b>School name and address*</b>			
<p>I understand that:</p> <ul style="list-style-type: none"> <li>• During my placement at the University, I will have access to personal information about staff and students and otherwise confidential University information and I have a duty of confidentiality with regard to all such information</li> <li>• Edinburgh Napier University has legal obligations under Data Protection Legislation to use all personal information fairly and lawfully and can be fined up to €20million for serious breaches of the Act</li> <li>• A breach of copyright can arise from using, adapting or otherwise appropriating University materials without consent</li> <li>• If I fail to observe my duty of confidentiality with regard to personal and/or otherwise confidential information or breach the University's copyright, my placement may be terminated immediately. and a report will be sent to my School* explaining why this action has been taken</li> </ul> <p>During my placement I undertake and agree to:</p> <ul style="list-style-type: none"> <li>• Comply with all instructions I receive from University staff on the University's Data Protection Code of Practice, associated policies and guidance and any other University policies and procedures</li> <li>• Only ever access and process personal information in order to carry out the tasks given to me during my placement and never use personal information for any other purpose</li> <li>• Keep all personal information in both paper and electronic format safe and secure at all times</li> <li>• Never disclose personal or otherwise confidential information to any other staff members or students of the University without the express authorisation of my University supervisor</li> <li>• Never disclose any personal or otherwise confidential information to any individual or organisation external to the University</li> <li>• Never download, copy or remove personal data or otherwise confidential information from University premises</li> <li>• Abide by the obligations set out above during my placement and for all time thereafter</li> </ul>			
<b>Signed</b>		<b>Date</b>	
<b>Witness (supervising staff member)</b>			
<b>Name</b>			
<b>School/Support Service</b>			
<b>Job Title</b>			
<b>Signed</b>			
<b>Date</b>			

\* Where relevant/appropriate