

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 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 any relevant sections of the University's Data Protection Code of Practice and/or any University policies and procedures available online at: https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx</p>			
Signed		Date	
Print name		Post held	
Manager Approval (External Supplier)		Witnessed (staff member)	
Name		Name	
Department		Department	
Job Title		Job Title	
Signed		Signed	
Date		Date	

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