**Details**

****

|  |  |
| --- | --- |
| **Name** |  |

I acknowledge and accept that during every assignment and continually thereafter:

• I will hold information relating to the client in the strictest confidence and ensure that it is kept safely and securely when not in use;

• No such information is to be removed from the client’s premises without the express written permission of the client;

• I will only use such information for the purpose of the work for which it was given; • I will not disclose any such information to any third party or copy the information in any way except as is required in the course of my duties;

• Any breach, either by me or a third party, may result in legal proceedings being bought by the client against me to recover any losses that have occurred as a result of a breach.

|  |  |
| --- | --- |
| **Signature** |  |
| **Print Name** |  |
| **Date**  |  |  |  |

Matrix SCM, 249 Midsummer Boulevard, Central Milton Keynes, Buckinghamshire, MK9 1EA 0844 371 4726 | www.matrix-scm.com 

Registered Number: 02227962 | VAT No: 249 5734 68