Dear Applicant

# CONFIDENTIALITY AGREEMENT

During the course of carrying out your role as a Governor of the Letchworth Garden City Heritage Foundation you will acquire information relating to the Foundation’s business and projects (“Confidential Information”). In consideration of £1 now paid by you to us, you undertake with us that:

1. you will not use the Confidential Information other than in the interests of the Foundation and for the purpose of carrying out your role as a Governor:
2. you shall not disclose the Confidential Information to any third party (except to other Governors, members of the Board of Management or staff of the Foundation who need to know the same for carrying out their functions for the Foundation):
3. you shall return on request documents or other material containing Confidential Information.

These undertakings shall apply both during your term of office as a Governor and after its termination.

The above undertakings shall not apply to the disclosure of Confidential Information which:

1. you are required to disclose by law or by any Court; or
2. in your reasonable belief tends to show one or more of the following:

(aa) that a criminal offence has been committed, is being committed or is likely to be committed

(bb) that a person has failed, is failing or is likely to fail to comply with any legal obligation to which he is subject

(cc) that a miscarriage of justice has occurred, is occurring or is likely to occur

(dd) that the health or safety of any individual has been, is being or is likely to be endangered

(ee) that the environment has been, is being or is likely to be damaged

(ff) that information tending to show any matter falling within any of the above sections of this paragraph (ii) has been, or is likely to be deliberately concealed; or

1. is or becomes publicly available, other than as a result of a breach of this letter or becomes lawfully available to you from a third party free from any confidentiality restriction.

Please confirm your agreement to this letter by countersigning and dating below.

Yours sincerely,

# Company Secretary

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| **Name:** |  |
| **Address** |  |

**I have read and understand this letter and confirm my agreement to it.**

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| --- | --- |
| **Signature:** |  |
| **Name:** |  |
| **Date:** |  |

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