



Society of Operations Engineers

Confidentiality and Data Protection Commitment

Employees, workers, contractors, volunteers and other staff (“**you**”) working for The Society of Operations Engineers (“**SOE**”) may work with, have access to and overhear confidential information during the course of their work. You are required to maintain the confidentiality of all such confidential information and ensure it is not disclosed to any third parties.

You may also have access to personal data for example, relating to members, directors, staff, volunteers, clients and suppliers. In order that personal data is handled according to the requirements of the law including the Data Protection Act 2018 and the United Kingdom General Data Protection Regulation (UK-GDPR), you are required to maintain the confidentiality of all personal data, and you must comply with SOE’s Data Protection Policy.

You agree:

1. To treat all confidential and proprietary information about the SOE, its business, members, directors, staff, volunteers, clients and suppliers (including personal data) as confidential.
2. To adhere to SOE’s Data Protection Policy and related policies.
3. That any breach of confidentiality and non-compliance with SOE’s Data Protection Policy will be treated as misconduct and subject to SOE’s disciplinary procedures.
4. That all confidential information about SOE – that is, information not available in the public domain – must not be disclosed.

I confirm that I have read and understood the ‘Confidentiality and Data Protection Commitment’ above. I understand that any breach of confidentiality, non-compliance with the Data Protection Policy and unauthorised disclosure of information (including personal data) may result in disciplinary action, my dismissal and/or legal proceedings. I will comply with the SOE’s Data Protection Policy.

I understand that this agreement lasts in perpetuity.