

Frittenden Community Stores Limited



Confidentiality Agreement For Management Committee Members

Approved and adopted by the Management Committee on 25th November 2020

This agreement applies to all committee members in regards to the confidentiality of information relating to Frittenden Community Stores Limited.

WHEREAS:

- A) The Committee Member may be privy to Confidential Information in relation to their duties.
- B) The Committee Member agrees not to deal with the Confidential Information other than in accordance with the terms of this agreement.

THE COMMITTEE MEMBER AGREES AS FOLLOWS:

1.0 DEFINITIONS

For the purpose of the Agreement:

“Confidential Information” and “Documents” includes but is not limited to:

- (i) Minutes from Management Committee Meetings
- (ii) Telephone Calls/messages
- (iii) Emails
- (iv) HR Information (Staff and Volunteers)
- (v) Personal Correspondence
- (vi) Sensitive Financial Information including share issue details
- (vii) Accounts & Reports

2.0 CONFIDENTIAL OBLIGATIONS

The Committee Member unless expressly otherwise agreed with is:

- (a) Not to reveal any of the confidential Information to any person outside of the Committee or relevant staff.
- (b) To keep all of the Confidential Information secret and confidential;
- (c) Not to make copies or duplicates of the confidential information except to the extent that it is reasonably necessary.

The obligation to maintain confidentiality and not to use the Confidential Information shall remain in effect for an indefinite period.

3.0 GENERAL

If there is a breach of this Confidentiality Agreement, disciplinary action will be taken which could result in instant removal from the Management Committee.

I will abide by this Confidentiality Agreement:

Name: _____ Signature: _____ Date: _____