

Confidentiality Agreement

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I am writing to inform you of your obligations with respect to the confidential handling of client and administrative information originating from any client or business matters

I acknowledge that when conducting research and analysing data you might have to access to such confidential data in relation to client information. You must be aware of the importance of observing and protecting client and staff confidentiality when you are visiting a site or accessing their data by other means, directly or indirectly, even if it appears to be pseudonymous or anonymous.

You must limit access to such information to that strictly necessary to carry out tasks appropriate to the project and to keep any such information confidential. When you obtain copies of any client data you must only do so within the scope of the project, keeping such data secure and returning or destroying it as soon as possible. You must destructively erase any data held on hard disks as soon as practicable. Paper copies of reports and test printouts must be destroyed as soon as possible, preferably by use of a shredder.

You must be aware of the importance of respecting the confidentiality of any client data and be aware that dismissal is the likely consequence of failing to do so.

(Signed by Liam Byrne)

I confirm that I have read this letter, of which I have retained a copy, that I understand my obligations, that I agree to meet them and understand the consequences of not doing so.

(Signed by employee)

Date
