



Confidentiality agreement

In accordance with the Staff Regulations applicable to them, all staff members are required to exercise the utmost discretion with regard to facts and information that come to their knowledge in the course of or in connection with the performance of their duties.

I, the undersigned, Mr / Ms. _____ working as _____
at the European School Mol (hereinafter referred to as the "School"), having access to confidential information and personal data belonging to the School, declare that I recognize the confidentiality of the said data.

I therefore undertake, in accordance with the requirements of the Staff Regulation applicable to me and the GDPR¹¹, to take all necessary precautions within the scope of my duties to protect the confidentiality of the information to which I have access, and in particular to prevent it from being altered, damaged or communicated to persons not expressly authorized to receive such information.

In particular, I undertake:

- not to use the data to which I may have access for purposes other than those provided for in my duties;
- not to divulge such data to any person other than those duly authorized, by virtue of their duties, to receive such data;
- not to make any copy of these data except as necessary for the performance of my duties;
- to take all necessary precautions to preserve the physical security of this data;
- to ensure, within the limits of my authority, that only secure means of communication are used to transfer such data and to consult the DPO in case of doubt;
- in the event of termination of my duties, to return all data, documents and any information support relating to these data.

This confidentiality agreement, which is in effect for the duration of my employment, will remain in effect without limitation of time after my termination of employment, regardless of the cause, insofar as this agreement relates to the use and disclosure of personal data or confidential information.

I have been informed that any violation of this commitment will expose me to disciplinary and criminal actions and sanctions in accordance with the legal provisions in force.

(City) _____, on _____ in two copies.

Name:

Signature:

¹¹ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC ('General Data Protection Regulation').