



CONFIDENTIALITY AGREEMENT

BETWEEN THE FEDERATION OF SMALL BUSINESSES AND REGION AND BRANCH OFFICERS, REGION AND BRANCH COMMITTEE MEMBERS, MEMBERS OF NATIONAL COUNCIL, DEPUTY NATIONAL COUNCILLORS, PAST NATIONAL CHAIRMEN, AREA POLICY UNIT MEMBERS, STANDING COMMITTEE AND SUB COMMITTEE MEMBERS.

The Federation operates a policy with regard to confidential information. The nature of the business of the organisation is such that its continued success is affected by its ability to keep some information secure as any wrongful disclosure may be harmful to the Federation's business.

Confidential information includes but is not limited to

- Commercially sensitive information. This is likely to include marketing, sales, pricing and accounts, both policies and details,
- Litigation. This embraces cases proceeding or contemplated in Courts and Tribunals involving the Federation,
- Personal information about members and staff.

Accordingly:

I agree that during my time holding one of the above offices in the Federation I will not disclose any confidential information of the Federation that comes into my possession, except on a "need to know" basis, when I will clearly identify it as confidential; or except as required by law; or except when it has already entered the public domain from a source other than me.

The Federation and its members have to comply with Data Protection legislation and failure to do so may result in severe penalties.

Region: Gloucestershire & West of England 119/00

Branch:

Name:
(Please print)

Position held:

Signature:

Date:

Return completed form to: FSB, The Forge, Barnsley Park, Cirencester GL7 5EG