

## **Visitors/Contractors Data Protection & Confidentiality Agreement**

At Victory, we place great importance on the privacy of our customers and the security of their data.

Victory complies with the Data Protection Act 1998 and has a Data Protection Policy in place. A copy of this policy is available on request. All staff are trained in Data Protection awareness and we all have a duty to comply with the law and protect customers' privacy.

We have implemented security policies, rules and technical measures to protect the personal data that we have under our control from unauthorised access, improper use or disclosure, unauthorised modification, unlawful destruction or accidental loss. We have formal data sharing frameworks and confidentiality agreements in order to fulfil contract obligations.

Whilst visiting a Victory office or place of work, you may become aware of personal and sensitive data about residents or service users. Visitors and contractors are obliged to uphold the privacy of our customers at all times, both during a visit and after this has been completed.

### **Visitor/Contractor Agreement**

- **We understand that it is our responsibility to comply with the terms of the Data Protection Act 1998.**
- **We agree to hold any personal or sensitive data in trust and in confidence and not to use it for any purpose other than the contemplated purpose of my visit. This includes any information shared in confidence regarding Victory or any of its business affairs.**
- **We will not disclose to a third party details of any personal or sensitive data, acquired directly or indirectly.**
- **We will not make a copy of or retain any personal or sensitive data.**
- **We will contact the Data Protection Co-ordinator at Victory if I have any concerns or questions regarding Data Protection or Confidentiality.**

**Name**

**Company**

**Signature**

**Date**