

# Harlow Rugby Club



## General Data Protection Regulation (GDPR)

### Non-disclosure and confidentiality obligation for employees & volunteers

I, the undersigned, employed (PAYE or Volunteer) by Harlow Rugby United Football Club Ltd as \_\_\_\_\_ acknowledge that:

a) In order to perform all activities specified in the employment contract/volunteer agreement signed on \_\_\_\_\_ I am required to collect and/or process personal data.

b) I am informed that any information that allows the identification of a natural person, either directly or indirectly, is considered personal data, including information such as an identification number, location data, an online identifier or one or more characteristics specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

c) Harlow Rugby United Football Club Ltd provided specific instructions with reference to the processing of personal data pursuant to the General Data Protection Regulation (GDPR) and other applicable rules and regulations.

Notwithstanding the above, which forms an integral part of the present agreement, I hereby undertake to:

1. Collect and/or process personal data only according to the Volunteer agreement Form / instructions received by HRUFC Ltd / the controller and, in any case, according to the applicable data protection provisions, including those set forth in the GDPR.
2. Process personal data in strict compliance with the law and the instructions received by the Harlow Rugby United Football Club Ltd.

In particular, I undertake to make sure that all the data processed as a result of the performance of my job/role is:

- processed only if and to the extent required to fulfil the purposes of processing (“data minimisation”);
- always accurate and, where necessary, kept up to date;
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;

- processed in a manner that ensures appropriate security of the personal data (password protected), including protection against unauthorised or unlawful access or processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (“integrity and confidentiality”).
- only the necessary data is requested and processed
- processed only for the reason that the information was originally collected for

3. Observe strictest confidentiality with respect to the personal data I shall collect, process, or access as a result of the performance of my job/role/position, and refrain from disclosing it to any other natural or legal person, including co-workers/staff members/other volunteers, where the latter are not expressly authorised to access such data by virtue of instructions of the employer, contract or law.

This non-disclosure and confidentiality obligation is not subject to any time limits and shall survive the termination of my employment/volunteer relationship.

I am aware that any infringement against this obligation or against the applicable law may result in significant fines pursuant to art. 83 GDPR or other applicable European or national legislation, and potentially cause damage to natural or legal persons, including the employer.

I am aware of the binding nature of the instructions provided by Harlow Rugby United Football Club Ltd and that the breach of any such instructions, as well as of the rules set out in the present document, may cause the imposition of disciplinary sanctions provided for in my employment/volunteer agreement and by applicable law (including contractual fines), in addition to compensation for any damage caused as a result of such breach.

**Name:**

**Date:**

**Signature of employee/volunteer:**

**Position/Role:**