

Supply of data to [insert details - candidate, post-holder etc]

NAME _____

You have been supplied with personal data in your role as:

Purpose of this Agreement
This agreement has been made and the data supplied for the specific purpose of [insert details here - contacting members to increase mobilisation, contacting members to invite them to a social event, etc]

Everyone in receipt of personal data must comply with your legal obligations in terms of handling and using this personal data under the Data Protection Act 1998.

You must not:

- (a) Supply a copy of this data to any other person or organisation.
- (b) Disclose the information contained in it.
- (c) Make use of this information, other than for the purpose you've been provided it for.

You must:

- (a) Ensure the data is secure at all times and provide for its secure destruction by [insert date] or at any time you are requested to do so by the issuer/ Governance and Legal Unit.
- (b) Destroy the information, after you have used it for the purpose it has been provided for.

If you are found in breach of the above procedures, there may be constitutional and legal consequences. In particular you should note that:

- (a) It is a criminal offence without authorisation to disclose or sell this data or to use it for an unauthorised purpose.
- (b) If found in breach of rules of good information handling (e.g. if you collect personal data for one purpose and then use it for another), you may also be liable to a claim for compensation from a person whose personal details you hold.

Declaration

I, the undersigned confirm that I understand the legal obligations associated with the Data Protection Act 1998 and agree to comply with these obligations in terms of handling and using any personal data supplied to me

Signature of recipient _____

Date of issue of data _____

Issued by _____