

[organization name]

[confidentiality level]

### Confidentiality Statement

I hereby state that I will treat any information received during the execution of [name of contract on the basis of which the person will have access to confidential information] (hereinafter "Contract") as confidential, and will not disclose such information to third persons, except in accordance with this Statement, documents of [organization name], or in accordance with applicable laws.

I will use any information received during the execution of the Contract only for the purposes specified in the Contract.

I will treat as especially confidential any information received in writing or orally, whether technical, business, legal, administrative, financial or otherwise, information that could result in damage to [organization name] in case of disclosure to unauthorized persons, regardless of whether the information is classified as confidential or not.

I will share the confidential information only with authorized persons of [organization name] for the purpose of Contract execution.

I will handle the confidential information in accordance with [name of document prescribing how to handle confidential information - eg. this can be specified in the contract itself or by referring reference to the information classification policy].

Should I be required to cooperate with third persons in the execution of the Contract, I will not share the confidential information unless expressly stated by [organization name].

Should I be compelled by a decision of any court in jurisdiction over the dispute, or by any other competent public authority or regulatory body, or by a court or legal order to disclose any confidential information, I will immediately notify [organization name] in writing.

If any obligations under this Statement are violated, I will immediately upon learning of such violation notify [organization name].

~~I will remain strictly liable for this work.~~

~~Violation of confidentiality under this Confidentiality Statement shall constitute a breach and other violation of the Contract.~~

~~I declare that I will indemnify [organization name] for any damage caused by the disclosure of confidential information.~~

Organization name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Commented [EU GDPR1]:** The Statement should be signed by all employees of the organization, as well as by all employees of the supplier or outsourcing partner who will have access to confidential information based on a contract.

**Commented [EU GDPR2]:** The person responsible for legal matters in your organization should check the legal wording of this Statement.

**Commented [EU GDPR3]:** To be deleted if this Confidentiality Statement is signed by employees.

**Commented [EU GDPR4]:** If this Confidentiality Statement is signed by employees, replace this text with "... I will share confidential information only in accordance with the Policy for Handling Classified Information and other documents of [organization name]."

**Commented [EU GDPR5]:** If this Confidentiality Statement is signed by employees, replace with the following: "Job title".