

**Third Party**

## Declaration

Please read the declaration and then sign the request form.

I understand that information held on our systems should not be used for personal use and in no circumstances disclosed to an unauthorised third party.

I understand that, I must only use the Liquid Logic systems to obtain information directly linked to my employment. I must not look at any other information. I will not look at details relating to family or friends.

I understand that it is my responsibility to keep my login credentials secure and only for my own use.

I understand I need to comply with the UK General Data Protection (UK GDPR) including the Data Protection Principles (see appendix 1 below).

I understand that access will be monitored by the Council and any abuse of my access will be treated as serious breach of this agreement. Any such breach will lead to access being withdrawn for me and may lead to a review of access provision for other staff in my organisation.

I understand that it is a criminal offence for me to access and / or process personal data for any other purpose other than that set out in my official duties.71 0 595.32 841.92 reW\*nBT5.99

## **Appendix 1 Data Protection Principles**



However, for the avoidance of doubt, any access by Third Parties remains under the supervision, direction and control of the Council, save where expressly agreed with the Third Party.

**Controller, Processor, Data Subject, Information Commissioner and Personal Data, Processing** and appropriate technical and organisational measures shall have the meanings given to them in the Data Protection Legislation

## **Signatories**

All access to \_\_\_\_\_ must be supported by a Council Sponsor  
a senior manager who accepts responsibility for the access provided to the Contractor or Third Party.

A Director or an appropriately nominated senior manager of a Contractor or Third Party can sign this Agreement on behalf of their organisation. The signatory undertakes to ensure that all nominated employees are informed of their responsibilities under this agreement. The Contractor or Third Party must sign the Agreement prior to commencement of:

- undertaking any work using Council data
- any access to Council information and / or systems is provided

All access provided is subject to regular review and re-authorisation from both the Council Sponsor and Nominated Contact from Contractor or Third Party.

Be aware of the possible impact of the Freedom of Information Act (FOIA) or Environmental Information Regulations (EIR) on information processed on behalf of the Council, including any documentation connected with a contract with the Council.

If acting as a Processor, \_\_\_\_\_, return all Personal Data to the Council in its entirety or securely destroy / erase all the Personal Data on completion of the task for which the Personal Data was provided or on termination of this Agreement.

\_\_\_\_\_ encryption to the required standard.

Only use and process Personal Data for the purpose for which it has been supplied.

Any laptop or computer used to process Council information must be encrypted to the approved level; this can be verified with IT & \_\_\_\_\_ in its entirety

Job title	
Date	