

From: (Your full name and home address)

To: Paperchain SW Co-operative Ltd  
E.C.C. Recycling Park  
Exton Road  
Exeter  
EX2 8EG

Date:

## **DEED OF CONFIDENTIALITY**

In this Deed the expression "Confidential Information" shall mean all such information in any form or format as may come to my notice as a Director or staff member of Paperchain SW Co-operative Ltd which is expressed to be or by necessary implication is confidential including matters debated in confidence by the Directors.

"Confidential information" shall also include all materials collected and destroyed as part of Paperchain's Confidential Shredding service.

I hereby undertake to abide by the procedures of Paperchain SW Co-operative Ltd with regards to the correct treatment and processing of all confidential waste.

I hereby undertake to Paperchain SW Co-operative Ltd that as a Director or member of staff I will not disclose to any person, firm, company or organisation any Confidential Information.

I further hereby undertake to destroy or return to Paperchain SW Co-operative Ltd upon demand by the Directors all or any Confidential Information in my possession or under my control, whether contained in any document, electronic format or other media including all copies.

cont.

My obligations to confidentiality contained in this Deed shall continue without limit in time whether or not I continue as a Director or staff member of Paperchain SW Co-operative Ltd.

I acknowledge that breach of this Undertaking may constitute conduct injurious to Paperchain SW Co-operative Ltd. If there is breach of this Deed of Confidentiality the aggrieved party shall have full recourse to all remedies available at law.

EXECUTED as a Deed the day and year first above written.

EXECUTED and DELIVERED as a Deed by (your name)

.....

In the presence of:

Witness:

Name .....

Signature: .....

Printed Name: .....

Address: .....

.....

.....

Position: .....

Please fill in your name, home address and full date where indicated on the first page and sign the second page in the presence of a witness (who should complete the remainder) and return the Deed of Confidentiality to the nominated director.