**University College London**

Worktribe Research Management System - Temporary Staff User Access Agreement

1. I hereby undertake not to use, nor disclose to any unauthorised person, any confidential information relating to or received from the University College London ('the University') for any reason unless expressly authorised by the University, or required by law. I understand that this applies both during the term of my [employment/voluntary work] and after its termination.

2. Information may be classified as 'confidential' if the University would not release it in response to a request made under the Freedom of Information Act 2000. Information is also confidential information if it is clearly marked as such or by its very nature is evidently confidential. This includes but is not limited to financial information, information held on staff or student personal files and research data.

3. I understand that the use and disclosure (processing) of all information about living, identifiable individuals is subject to the Data Protection Act 2018. I will not use or disclose any personal data I acquire during my work for any purpose that is or may be incompatible with the purposes of that work.

4. I understand that I am required to keep all confidential and personal data securely, and undertake to follow all relevant local procedures in doing so.

5. I hereby undertake to ensure that all records provided or created for the purposes of this agreement, including any backup records, are passed back to the University contact or deleted as directed, once I have received confirmation that the work I was employed to do has been satisfactorily completed and all the required information has been provided in accordance with the University’s wishes.

Temporary Staff / External Contractor

Confirms acceptance of the above Worktribe Research Management System access agreement terms and conditions

Signature ……………...……………………………………………………

Department…………………………………………………………………

Name……………………………………………………………………………

Date…………………………………………………………………………….

Head of Department/ Departmental Manager confirms that the named above person is authorised to use Worktribe Research Management System for the duration of their temporary / contracted employment at the University.

Signature………………………………………………………………………

Name…………………………………………………………………………….