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**SD - 087 CONFIDENTIALITY AGREEMENTS BY DTTC FOR TRADE TESTS, TASKS, DRAWINGS AND MARK SHEETS**

<b>DTTC</b>	
<b>ACCREDITATION NUMBER</b>	

I, ..... (Name and Surname) ..... (designation) duly authorized by ..... as an accredited DTTC of the CHIETA hereby confirm that I understand the contents set out hereunder and will ensure that my company abides by this *Confidentiality Agreement*.

I understand that the CHIETA accredited DTTC may conduct the following trade test/s, and will use the CHIETA trade tests, trade tasks and mark sheets for the trades specified below:

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I hereby subscribe to the contents of this *Confidentiality Agreement* without being unduly influenced or coerced to do so, and declare as follows:

<b>NAME AND SURNAME</b>	
<b>DESIGNATION</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	
<b>PLACE</b>	

## 1. DECLARATION

We the undersigned understand and we are aware that we may not divulge any information gained by us as a result of our official responsibilities as a receiver of this privileged information from the Chemical Industries Education and Training Authority (CHIETA), with respect to any of the trade tests, trade tasks and mark sheets, to any unauthorized person orally or in writing, without the written authority of the CHIETA. This privileged information relates specifically to the trade tests, trade tasks and mark sheets, issued to me by the CHIETA for the specific purpose of implementing them to CHIETA learners on apprentice training only.

## 2. DISCLOSURE

2.1 We further understand that the disclosure of information is not limited to the supplying of documentation, but also the disclosure of facts by word of mouth, or in any other way, whether by means of photographs, videos, tape recordings, computers, plans, sketches or in any manner by means of which knowledge of facts may be revealed.

2.2 As a permitted user, we understand that the information supplied to me remains official property of the CHIETA and/or its associates and, that we may not allow any other person visual or physical access to the information. As part of our responsibilities to protect the CHIETA information, we hereby accept the following unconditionally:

2.2.1 That we are fully aware of my responsibilities and the CHIETA procedures as a DTTC;

2.2.2 That we are liable for all DTTC activities conducted under my control;

2.2.3 That we will use the CHIETA trade tests, trade tasks and mark sheets only for those functions needed to conduct my official CHIETA designated trade test related responsibilities;

2.2.4 That as far as is practical, we will ensure that any workstation/terminal on which the trade tests, trade tasks and mark sheets is installed is not left unsecured/unattended at any time without logging off; and

2.2.5 That we will report in writing any unusual occurrences or suspected breaches of security within 3 working days to the CHIETA's Apprenticeship Unit.

## 3. UNDERTAKING

We hereby undertake to:

3.1 Maintain our security competence and if any change should occur pertaining to our personal circumstances or work environment which may impact negatively on our current security grading, we shall immediately bring that to the attention of the CHIETA;

3.2 Whenever we are uncertain whether specific information concerns the exercising of the powers or performance, not to disclose the information before the CHIETA has been consulted with, and have formally authorized it in writing;

3.3 Ensure that adequate measures are instituted to safeguard computer hardware and software, as well as all hard and soft copies of the tests, trade tasks and mark sheets under our control against theft, damage and unauthorized access;

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3.4 Should our computers be on a network, that other computer users will not have access to the tests, trade tasks and mark sheets; and

3.5 All backups of our computer and trade tests, trade tasks and mark sheets are properly safeguarded at all times.

4. **DE-ACCREDITAION AS A DECENTRALISED TRADE TEST CENTRE**

We hereby undertake to:

4.1 Return the trade tests, trade tasks and mark sheets upon the de-accreditation of the Decentralized Trade Test Centre; and

4.2 We furthermore understand that the conditions of this Agreement will remain in force with reference to Section 1 of this Agreement.

5. **BREACH OF CONFIDENTIALITY**

5.1 We the undersigned understand that should we be found to be in breached of this confidentiality agreement, consequences could include our immediate de-accreditation as a DTTC as well as legal action taken against us by the CHIETA.

5.2 We understand that this agreement is a lifelong agreement.

6. CONSUMMATION OF AGREEMENT

- 6.1 The contents of all sections of this Agreement have been clearly understood by us, and we hereby declare that we are versed in the contents of the above and that I will comply with the requirements.
- 6.2 If it might become necessary to alter this Agreement, it shall be done in writing.
- 6.3 We know and understand the contents of this entire Agreement and we undertake to adhere to its content. We declare that we have read the entire Agreement before we signed it.

We agree to abide by this *Confidentiality Agreement* with the CHIETA.

A Responsible person

NAME AND SURNAME	
DESIGNATION	
SIGNATURE	
DATE	
PLACE	

B Any other person who may have access to the trade test documents (e.g Trade test officer, administrators, etc)

NAME AND SURNAME	
DESIGNATION	
SIGNATURE	
DATE	

PLACE	
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