

CONFIDENTIALITY UNDERTAKING

By (The Employee)

1. The employee acknowledges that all matters dealt with in the execution of his/her employment are confidential, and if divulged to any unauthorised person, could cause the Institution or its employees severe and irreparable harm.
2. Consequently the employee hereby undertakes not to divulge in any manner whatsoever to any unauthorized person, firm, corporation, association or any other entity, any of the confidential information which comes to the knowledge of the employee in the course of exercising his/her duties.
3. This undertaking shall be valid for the entire period of the employee’s employment with CPUT.
4. The employee hereby acknowledges that should he/she breach this confidentiality undertaking, this could constitute a serious breach of a material term of his/her contract of employment with CPUT. Such a breach would entitle CPUT to take any action it may deem necessary and appropriate.

Signed at: …………………………. on this …………… day of …………………..20………….

**THE EMPLOYEE**

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|  | **Add Information in this column**  |
| NAME IN PRINT: |  |
| SIGNATURE: |  |

**AS WITNESSES:**

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