

 <p><b>North East Lincolnshire Council</b> www.nelincs.gov.uk</p> <p><b>Balfour Beatty</b> WorkPlace</p> <p>Working in Partnership</p>	<b>Security</b>	Ref: AMSEC/1009/NELC
		Rev: 1
	<b>DECLARATION OF CONFIDENTIALITY</b>	Author: K. Hynes
	NOT PROTECTIVELY MARKED	Approver:
		Date: 20/08/2013

# WARNING

## RESTRICTED ACCESS AREA

Everyone, regardless of status, entering this area is required to complete an entry in the visitors book.

Visitors must note the following confidentiality clause.

Entry is conditional on acceptance of that clause:

### Confidentiality Clause:

In being permitted entry to this area you acknowledge that the precise location of this control room is, and should remain confidential. You further agree not to divulge any information obtained, overheard or overseen during your visit. An entry accompanied by your signature in the declaration overleaf and in the Visitors book is your acceptance of these terms.

### Please Note

**NO Multimedia, Photographic or Video Equipment is allowed into the Control Room**  
Please leave all such items in the security lockers provided

## North East Lincolnshire Council CCTV System

I,.....as an authorised visitor to the North East Lincolnshire Council CCTV Control Room have been given prior notice of restrictions and access requirements in relation to the management and operations of the CCTV system.

I hereby declare that:

I am fully aware of the stated restrictions in relation to the NELC CCTV Code of Practice and understand that during my visit I must not contravene any part of the current Code of Practice, or any future amendments to which I am made aware. If now or in the future I am or become unclear of any aspect of the operation of the system or the content of the Code of Practice I undertake to seek clarification of any uncertainties.

I understand that it is the condition of my permitted access to not disclose or divulge to any individual, authority, agency or other organisation, any information which I may have acquired during the course of my visit either verbally, in writing or by any other media, now or in the future.

In appending my signature to this declaration, I agree to abide by the Code of Practice and the stated restrictions at all times. I also agree to maintain confidentiality in respect of all information gained during the course of my visit whether received verbally, in writing or any other media format now or in the future.

I further acknowledge that I have been informed and clearly understand that the communication either verbally, in writing or by any other means including, for example e-mail, to any unauthorised person(s) of any information acquired as a result of my visit may be a breach of section 7 of the Data Protection Act 1998 and an offence against the North East Lincolnshire Council confidential information policy and therefore may lead to prosecution.

Signed.....Print.....

Date.....