Employee confidentiality and data protection undertaking

A short undertaking for new and existing staff to sign, covering confidential information, personal data, devices and AI tools.

This undertaking is between [Organisation name] (“the Organisation”) and the employee named below. It supplements the employment contract and the Organisation’s policies.

1. Confidential information

I will keep confidential all information about the Organisation, its clients, beneficiaries, staff and partners that I learn through my work, during and after my employment. I will only use it to do my job.

2. Personal data

I understand that personal data must be handled in line with the Nigeria Data Protection Act 2023 and the Organisation’s data protection policy. I will:

- access personal data only when I need it for my work;
- not copy, share or take personal data outside approved systems;
- not send personal data to personal email, personal cloud storage or messaging groups;
- report any loss, theft or suspected breach immediately to [name or role].

3. Devices and accounts

I will protect my work accounts with strong passwords and multi factor authentication, lock my screen when I leave my desk, and never share my login details.

4. Artificial intelligence tools

I will only use AI tools approved by the Organisation, and I will not enter personal data, client information or confidential documents into public AI tools.

5. Leaving the Organisation

When my employment ends I will return all equipment, documents and data, and I will not keep copies.

6. Consequences

I understand that breaching this undertaking may lead to disciplinary action, up to and including dismissal, and may also be unlawful.

Signatures

	Employee	For the Organisation
Name		
Role		
Signature		
Date		

This template is general guidance. Adapt it to your organisation and have it reviewed against your employment contracts.

General guidance only, not legal advice. Adapt it to your organisation. © 2026 EDAN Development & Consulting Ltd.