**PORTSMOUTH CITY COUNCIL**

**INFORMATION PROCESSING & IT DECLARATION FORM**

**Family Support Plan Portal - Access Request**

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**Declaration to be signed by all non-Portsmouth City Council employees who are granted access to the Council's records and IT Systems:**

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| **First Name** |  |
| **Surname** |  |
| **Email Address** |  |
| **Contact Number** |  |
| **Organisation** |  |
| **Job Role** |  |
| **Manager's name** |  |

You have been granted access to the Insight Hub (Sentinel) which holds Portsmouth City Council (PCC) information that is of a personal or confidential nature. You will appreciate that the confidentiality and security of such information is of paramount importance to PCC and that you will be expected to respect this confidentiality at all times.

So that PCC is aware that you fully understand these requirements and are willing to agree to them, you are required to sign the statement below:

**I solemnly and sincerely declare as follows:-**

1. I will not make unauthorised use of any IT equipment or facilities in the possession or control of PCC.

2. I will not make unauthorised use of personal or confidential information of which I become aware. This includes information that is held in hardcopy or that has been obtained from, processed by or is intended to be processed by IT equipment or programs in the possession or control of PCC. Nor will I disclose such information to any unauthorised person.

3. I undertake to keep my personal passwords confidential at all times.

4. I confirm that I am aware of the UK GDPR and Data Protection Act 2018, the Computer Misuse Act, the Freedom of Information Act 2000. I agree to abide by their principles and requirements

I understand that any breach of this declaration may render me liable to disciplinary action by my employer or legal proceedings up to and including dismissal.

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| **Name** |  |
| **Signature** |  |
| **Date** |  |