

# Personnel Sensitive Data Protection Agreement

This Personnel Sensitive Data Protection Agreement ("Agreement") is entered into by and between the undersigned, hereinafter referred to as "Personnel," and [Organization Name] ("Organization").

## 1. Definition of Sensitive Data

For the purpose of this Agreement, "Sensitive Data" includes but is not limited to personal identification information, contact information, medical records, financial data, or any other information classified as confidential by the Organization.

## 2. Purpose

The Personnel acknowledges that, during the course of their employment or engagement, they may have access to Sensitive Data. The purpose of this Agreement is to ensure the confidentiality, integrity, and proper use of such information.

## 3. Obligations

1. Personnel shall not disclose, distribute, or otherwise reveal any Sensitive Data to unauthorized individuals or third parties.
2. Personnel shall follow all applicable laws, regulations, and organizational policies concerning the handling and protection of Sensitive Data.
3. Personnel shall report any actual or suspected data breach or unauthorized disclosure of Sensitive Data to the Organization immediately.
4. Upon termination of employment or engagement, Personnel shall return or securely destroy all Sensitive Data in their possession.

## 4. Term

This Agreement is effective from the date of signing and shall continue for the duration of Personnel's association with the Organization, and thereafter as required to protect the confidentiality of Sensitive Data.

## 5. Breach and Consequences

Any violation of this Agreement may result in disciplinary action, termination of employment, and/or legal proceedings.

## 6. Acknowledgment

By signing below, Personnel acknowledges that they have read, understood, and agree to abide by the terms of this Agreement.

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Personnel Name & Signature

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Date

