

**MQ: Transforming Mental Health  
("MQ" or "the Charity")  
CONFIDENTIALITY AGREEMENT**

MQ employees, panel members, consultants and suppliers will be privy to a large varied amount of information. This will include but not be limited to: donor details, grant details, unpublished scientific information and commercially sensitive third-party information and commercially sensitive information on the operations of MQ.

Confidentiality is of huge importance to MQ. Breaches of confidentiality can impact MQ's reputation and financial stability long into the future. While confidentiality is covered in all MQ employee contracts, every MQ employee, panel member, consultant and supplier is asked to sign this Confidentiality Agreement. This is intended to show how serious we take confidentiality as an organisation and that we can rely on fellow colleagues to maintain it.

We hereby undertake not, during the term of the contract, or after its termination, for any reason unless expressly authorised by MQ: Transforming Mental Health ('the Company'), or required by law, to disclose to any unauthorised person, nor use, any confidential information relating to or received from the Company, its staff, donors, vendors, partners and other parties. This restriction shall continue to apply after the termination of contract without limit in point of time but shall cease to apply to any such information which may come into the public domain other than through unauthorised disclosure by the Employee or Supplier.

We agree to abide by the terms of Confidentiality Agreements entered into by MQ in the course of conducting the business of the organisation. Such "Third Party" agreements may be term-limited, but are also covered by this agreement.

Such information includes but is not limited to financial information, information held on staff personal files, donor information, research data, grant details and commercially sensitive information on the operations of MQ. Information is also confidential information if it is clearly marked as such or by its very nature is evidently confidential.

We understand that the use, processing and disclosure of all information about identifiable living individuals is governed by the General Data Protection Regulation (GDPR). You will not use any personal data acquired during working for any purposes that is not incompatible with the purposes specified in this agreement.

We understand that we are required to keep all confidential and personal data securely. We also have retention processes which requires the disposal of unused and unnecessary information storage in compliance with GDPR.

We ensure that all records provided or created for the purposes of this agreement, including any back-up records, are passed back to the Company (MQ) or deleted as directed, once we are no longer employed / contracted to work with the Company (MQ).

We understand that the Company reserves the right to take legal action against any breach. Equally we are responsible for ensuring that we notify the Company of any breach occurring and work closely with them to rectify the situation within reason.

We agree to conduct due diligence on our processes to ensure optimum security measures are in place to protect and safeguard against any breach from occurring. We recognise that GDPR have applied additional measures which we have adapted to in order to mitigate the risk of harm and negative impact to individuals regarding their personal information.

**Signed** .....

**Name** .....

**On behalf of** .....

**Address** .....

.....

**Date:** .....

This Agreement, once signed, should be returned to the Research Team, MQ: Transforming Mental Health, 6 Honduras Street, London EC1Y0TH or by emailing it to [grants@mqmentalhealth.org](mailto:grants@mqmentalhealth.org)