Commissioner General for
Refugees and Stateless Persons

NON-DISCLOSURE AGREEMENT (NDA)

Confidentiality:

I, the undersigned (indicate your name) _____, undertake to respect the duty of discretion with regard to the information which I become aware of in the performance of my mission within the Office of the Commissioner-General for Refugees and Stateless Persons (CGRS) and which is presented, discussed or made accessible during my mission, vis-à-vis *any natural person or legal entity who has not signed the Non-Disclosure Agreement* (NDA) covering this information.

This confidential information includes - but is not limited to - data concerning the staff involved in the mission, working procedures, personnel policy, IT systems used, aspects of internal functioning and, where applicable, data concerning the persons about whom the CGRS processes information, as well as all documentation, correspondence information collected, directly or indirectly, during interviews, conversations or analyses. This includes all kinds of information that I become aware of as part of my assignment for the CGRS.

I undertake to consider as sensitive the information that is communicated to me or that comes into my possession as a result of my mission within the CGRS.

I agree not to use this information for my personal use and/or not to use it within my organisation/company.

I also agree not to disclose this information to third parties unless expressly authorized in writing by the CGRS Commissioner General.

I undertake to protect the information obtained against any unauthorized use or disclosure to unauthorized persons.

I undertake not to use this information for any purpose other than that for which it was provided in the context of the mission.

This NDA remains in effect for an indefinite period, even after my activities within the CGRS have ended.

Security measures:

For the realization of my mission within the CGRS, I will use exclusively the working tools made available to me by it.

Under no circumstances will I place on other data carriers the information made available to me in the context of this mission or process it with tools other than those proposed by the CGRS.

I undertake to strictly comply with all security measures and directives imposed by the CGRS in the execution of the mission, both in terms of physical security and IT security and security related to employees.

I will immediately report any information protection incident to the Information Security Advisor and/or *Data Protection Officer* at one of the following e-mail addresses:
CGRA-CGVS.DPO@ibz.fgov.be
CGRA-CGVS.informatieveiligheidenprivacy@ibz.fgov.be

I undertake to seek clarification in case of doubt or lack of clarity regarding safety measures and guidelines.

Sanctions:

I understand that a breach of this agreement may be subject to administrative, civil or criminal sanctions.

Disputes;

In the event of a dispute concerning this Agreement, the Parties shall endeavour to resolve the matter amicably.

In case of persistent disagreement, disputes will be brought before the competent court.

File number CGVS: _____

Date: _____

Name: _____

E-mail: _____

Telephone number: _____

Organisation or institution: _____

Signature:

_____

Commissioner General
for Refugees and
Stateless Persons (CGRS)

www.cgrs.be

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