

## **Non-disclosure agreement**

---

This confidentiality agreement applies both to employees of Locum AB and to contractors of Locum AB or Stockholm County Council (hereinafter SCC) through Locum AB and relates to information which those in question become aware of through their assignment or employment.

The undersigned undertakes, in connection with the employment or assignment specified, not to disclose confidential information, whether orally, through the disclosure of a public document or in any other way. The undersigned also undertakes to ensure that, where applicable, employees and subcontractors of the company comply with this confidentiality agreement.

Confidential information means, in the first instance, information about the health or other personal circumstances of an individual (Chapter 25, Section 1 of the Swedish Public Access to Information and Secrecy Act) and information relating to matters concerning the acquisition, transfer, letting or use of property, services or other utility (Chapter 19, Section 3 (1) of the Swedish Public Access to Information and Secrecy Act). With regard to procurement, information relating to tenders or equivalent proposals may not be disclosed, under any circumstances, to anyone other than the party that submitted the tender or proposal until all tenders or proposals have been made public or a decision has been made on the supplier and tender or the matter has been closed prior to this (Chapter 19, Section 3 (2) of the Swedish Public Access to Information and Secrecy Act). There may also be confidential information about the business conditions or operating circumstances of other companies; cf. Chapter 31, Section 16 of the Swedish Public Access to Information and Secrecy Act.

Confidentiality also applies under Chapter 18, Section 8 of the Swedish Public Access to Information and Secrecy Act to information that discloses, or may contribute to the disclosure of, security or monitoring measures relating to buildings, offices or other facilities, where it may be assumed that the purpose of the measures is undermined if such information is disclosed.

It is emphasised here that the disclosure of confidential information may result in liability for a breach of the obligation of confidentiality under Chapter 20, Section 3 of the Swedish Criminal Code.

All those who handle information assets to any extent have a responsibility to maintain information security. The secure handling of information means that the right information is available to the right person at the right time.

Everyone must be alert to and report incidents and deficiencies that may affect the security of our information assets to Locum's security unit.

The undersigned undertakes to follow Locum’s information security guidelines, which are available from Locum’s website, [www.locum.se](http://www.locum.se).

All IT equipment that is connected to Locum’s or SCC’s networks, as well as software that is used and installed, must be approved by Locum’s IT specialist or by Locum’s specialist for property-related IT.

The undersigned may not install, store, print, distribute, search for or otherwise handle material or visit websites containing:

- Pornographic material
- Threats, slander, violence, terrorism, racism, racial hatred
- Encouragement of drug-taking
- Discrimination on the basis of gender, ethnicity, religion, sexual orientation or any other grounds.

No confidential information may be posted on social media, such as Facebook, Twitter, etc. Information on social media is available to everyone and the information there can be very difficult to remove.

This agreement continues to apply after the employment or the assignment for Locum AB or SCC has ended.

I am aware that failure to comply with the above may result in disciplinary action and/or the submission of a police report.

Stockholm

.....

Signature

.....

Printed name and company