
CONFIDENTIALITY AND DATA PROTECTION AGREEMENT

Maid easy Cleaners Ltd Cleaning Services

This Confidentiality and Data Protection Agreement ("Agreement") is entered into between:

Company: Maid Easy Cleaners,
Address: 22 Dupree road, Charlton, SE7 7RR,
(Hereinafter referred to as "the Company")

and

Staff/Contractor Name: _____,

Address: _____,
(Hereinafter referred to as "the Contractor/Employee")

Date: _____

1. Purpose

The purpose of this Agreement is to protect the privacy, confidentiality, and security of all client and company information encountered by the Contractor/Staff during the course of their working or engagement with the Company.

2. Confidential Information

Confidential Information includes but is not limited to:

- Client names, addresses, and contact details
 - Alarm/security codes and access methods
 - Schedules and personal preferences
 - Any personal or sensitive data seen or heard during cleaning assignments
 - Internal company operations, pricing, staff details, and procedures
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3. Staff/Contractor Obligations

The Contractor/Staff agrees to:

- Keep all client and company information strictly confidential.

- Not disclose, share, or misuse any information obtained while performing duties.
 - Not discuss client details with anyone not authorized by the Company.
 - Securely store and handle any written or digital data.
 - Report any data breach, loss, or unauthorized access immediately.
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4. Data Protection

In compliance with applicable data protection laws (such as the UK GDPR or similar regional regulations), the Contractor/Employee agrees to:

- Only access and use personal data necessary for job performance.
 - Avoid collecting, storing, or transmitting personal data unless required and authorized.
 - Ensure any devices used to access client data (phones, tablets, etc.) are password protected.
 - Return or destroy all data upon termination of working with or at the Company's request.
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5. Duration

This Agreement remains in force throughout the term of working /contract and continues indefinitely after termination.

6. Breach of Agreement

Any violation of this Agreement may result in disciplinary action, including termination, legal action, or financial liability.

7. Acknowledgment

By signing below, the Contractor/Employee confirms that they understand and agree to uphold the confidentiality and data protection obligations outlined in this Agreement.

Signed by Contractor/Employee:

Signature: _____

Name (Printed): _____ Date: _____

Signed on behalf of the Company:

Signature:



Name: Polly Chandelr

Position: Company Director

Date: 04.06.25