

# AMPS ASSOCIATION OF MEMBER-DIRECTED PENSION SCHEMES

30<sup>th</sup> November 2018

Joy West  
Hartsfield Trustee Service Ltd  
Via Email

Dear Joy

**Re: Confidentiality in connection with the AMPS Committee**

You have been elected to the AMPS Committee. In order for you to carry out this activity you may have access to information which is non-public, confidential and sensitive to AMPS. The AMPS Committee can only operate on the understanding that such information it will be kept confidential. **Could you please sign and return a copy of this letter to indicate your acceptance of the terms set out below.**

In consideration of you having access to or being in possession of Confidential Information (as defined below) relating to your AMPS Committee activities, you agree to be bound by the following terms.

1. **Undertakings**

- a) You will maintain the confidentiality of the Confidential Information passed to or received by you.
- b) Except as otherwise agreed, the Confidential Information will be used by you, solely for the purpose of fulfilling AMPS duties.
- c) You will not, without AMPS's prior consent, disclose or allow Confidential Information to be disclosed, to any other person.
- d) You undertake, at AMPS's request, to return or destroy (at AMPS's option) any documents in your possession or under your control
- e) Without prejudice to the above, if you are required by any court of competent jurisdiction, any competent judicial, governmental, supervisory or regulatory body to disclose Confidential Information, you must notify AMPS of such proposed disclosure as soon as reasonably practicable and take all reasonable steps to resist or avoid disclosure, including all steps that AMPS may reasonably request, and keep AMPS fully and promptly informed of all matters and developments relating thereto. If you are nevertheless obliged to disclose to any such third party you must disclose only to such third party and seek to disclose only the minimum amount of information consistent with satisfying your obligation. Furthermore, you must notify AMPS as soon as reasonably practicable of the information to be disclosed.

2. **Confidential Information**

"Confidential Information" means all of the information and material whether written, passed on verbally or otherwise made available to you, by or on behalf of AMPS and relating to or connected with AMPS

Without prejudice to the provisions of the Data Protection Act 1998, all obligations relating to the Confidential Information shall come to an end on notification from the AMPS Committee:

Yours faithfully



Claire Trott, Chair  
FOR AND ON BEHALF OF AMPS

Could you please sign/date and return a copy of this letter to indicate your acceptance of its terms?

  
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Print Name Joy WEST

Date 3-12-18