

Date :

To : Temporary Staff of (Name of Department)

Dear Sir/Madam

Undertaking in respect of Confidentiality and Pirated Software

During your appointment with the (Name of Department) of The Hong Kong Polytechnic University, you may come across data/information on applicants/students/graduates and may use the workstations in the office. It is of utmost importance that:

- data/information is properly used only for the need of your work at the (Name of Department) and is kept strictly confidential. Except in circumstances arising from the normal performance of your duties, you shall not at any time during or after the end of the employment period, make use of, tamper with, divulge or communicate to any person internal or external to the University these confidential data/information.
- installation/use of pirated/illegal software at workstations in the office is strictly forbidden. By virtue of the Intellectual Property (Miscellaneous Amendments) Ordinance of Hong Kong, staff (including temporary staff) using pirated computer software on PolyU PC(s) would render the staff liable to criminal offences.

Please sign the undertaking below and return it to me as soon as possible.

Yours faithfully

(Name of Staff)

(Post Title)

(Name of Department)

To : (Name of Department)

I understand the confidential nature of the data/information on applicants/students/graduates and the details of the Intellectual Property (Miscellaneous Amendments) Ordinance of Hong Kong, and undertake to abide by the above requirements.

Signature : _____

Name : _____

Date : _____