Rules for the Identification and Use of Confidential and Commercially Secret Information

and for Maintaining Confidentiality

Annex 1

**State Scientific Research Institute Nature Research Centre** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(full name, position or company represented)

To: Director

State Scientific Research Institute

Nature Research Centre

**CONFI DENTIALITY UNDERTAKING**

**\_\_\_\_\_\_\_\_\_\_\_\_\_**

(date)

\_\_\_\_\_ \_Vilnius\_\_\_\_\_\_\_\_\_

(location)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(full name, position)

1. Acknowledge that in the course of my employment and any other duties that I may be required to perform under the employment, service or other contract of a similar nature, or under the direction of management, I may receive and will receive information about certain confidential matters concerning the activities of the State Scientific Research Institute Nature Research Centre (hereinafter referred to as the "Centre"), and about information that is the exclusive property of the Centre.
2. Promise:
   1. To protect the data constituting the Centre's confidential and commercially secret information (hereinafter referred to as "Information") which has become or will become known to me and not to disclose such Information to third parties, neither during the term of the contract of employment, provision of services or any other contract of a similar nature, nor after the end of the contract for any reason whatsoever, except in the following cases:
      1. The Information may be disclosed to employees who, in the course of their work, have a right of access to the Information.
      2. Written authorisation is obtained from the Director of the Centre.
      3. This is required by the legislation of the Republic of Lithuania.
   2. To protect the Information and take appropriate measures to prevent access to and disclosure of the Information to third parties.
   3. To use the Information solely in the interests of the Centre.
   4. Not to copy, photograph or otherwise reproduce, duplicate, alter or use the information for personalisation purposes or for the benefit of your family, relatives or third parties without the express prior written consent of the Centre Director.
   5. To comply with the provisions of the Centre's Rules for the Identification and Use of Confidential and Commercially Secret Information and for Maintaining Confidentiality (hereinafter referred to as the "Rules").
   6. To keep the documents entrusted to me containing the data constituting the Information in such a way that third parties do not have access to and/or use them.
3. Confirm that:
   1. I have been informed that the Centre's Information consists of all the information defined in the Rules, which I have read and signed.
   2. I am aware of and undertake to comply with the other internal and other legal acts of the Centre governing the protection of Information.
   3. I have been warned that in case of violation of this promise, I will have to compensate the Centre and third parties for the damage caused in accordance with the procedure established by the legislation of the Republic of Lithuania, and that the disclosure of the Information may expose me to the liability provided for in the Centre's internal documents and the legislation of the Republic of Lithuania.

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(signature) (full name)