

भारत सरकार / Government of India
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय
Ministry of Electronics & Information Technology
राष्ट्रीय सूचना-विज्ञान केंद्र / National Informatics Centre
राष्ट्रीय डेटा केंद्र / National Data Centre
इकाई-IV, सचिवालय मार्ग, भुवनेश्वर- 751001 / Unit-IV, Sachivalaya Marg, Bhubaneswar-751001

Confidentiality and Non-Disclosure Declaration

I, the undersigned, hereby acknowledge and declare that as an FMS Service Engineer / Consultant / System Integrator (S.I.) / Third Party Vendor / Service Provider/Cloud customer/Third party Auditor/employees of NDC Bhubaneswar, I am assigned functions and responsibilities ("Duties") which require access to Confidential or Privileged Information as well as critical business information.

. By signing this declaration, I hereby agree to the following:

1. Purpose of Access

I understand, acknowledge, and agree that any access granted to the Confidential Information of NDC Bhubaneswar is solely for the purpose of performing my assigned duties and responsibilities on behalf of the organization, and such access shall be limited strictly to the extent necessary for the discharge of those duties.

2. Limitation on Disclosure

I will not share any Confidential Information with anyone except authorized concerned individuals, who have a legitimate "need to know" in order to perform their official duties for NDC Bhubaneswar, in line with the ISMS Policies & Procedures of NDC Bhubaneswar.

3. Protection of IT Infrastructure

I agree not to disclose any passwords, access procedures, or security protocols related to NDC Bhubaneswar's IT infrastructure unless such disclosure is essential to fulfil my official duties and responsibilities.

4. Return, Destruction, and Revocation Upon Termination

Upon termination of my employment, engagement, association, or completion of assigned Duties, I agree to:

- Immediately return and securely destroy all Confidential Information, records, documents, storage media, and other materials in my possession or control, with due communication with competent officials.*
- Surrender all access credentials, authentication mechanisms, passwords, tokens, keys, and privileged access rights used during the course of my engagement.*
- Cease all access to systems, applications, databases, networks, and information assets belonging to NDC Bhubaneswar.*
- Refrain from disclosing or using any Confidential Information obtained during my association with NDC Bhubaneswar at any time thereafter, except as permitted by law or authorized by NDC Bhubaneswar.*

5. Employee Consent for Use of Personal Data by NDCBhubaneswar

I, hereby acknowledge and consent to the collection, processing, storage, and use of my personal data by NDC Bhubaneswar for official business purposes, administrative requirements, compliance obligations, and any lawful activities necessary for the conduct of employment-related matters. I understand that such personal data may include, but is not limited to, identification details, contact information, employment records, financial information, and any other information required for operational, regulatory, or legal purposes.

I authorize NDC Bhubaneswar to use, maintain, and, where necessary, disclose my personal data to authorized internal departments, regulatory bodies, government authorities, auditors, legal advisors, or third-party service providers, strictly for official and lawful purposes in accordance with applicable laws and policies of NDC Bhubaneswar. I further confirm that I have been informed of my rights regarding my personal data and understand that NDC Bhubaneswar will take reasonable measures to ensure confidentiality, security, and lawful handling of such information. By signing this declaration, I provide my consent for the use of my personal data as described above.

6. Continued Obligation

I acknowledge that my obligation to maintain the confidentiality of information survives the end of my employment or association with NDC Bhubaneswar.

I understand that my right to access public records, if any, does not exempt me from the responsibilities laid out in this declaration.

7. Consequences of Breach:

I acknowledge that any breach of this may result in disciplinary action, including but not limited to termination of association, legal proceedings, and claims for damages.

8. Declaration and Acceptance :

I hereby confirm that I have carefully read, fully understood, and voluntarily agree to comply with all the terms, conditions, obligations, and responsibilities set forth in this Confidentiality and Non-Disclosure Declaration.

नाम / Name	
पदनाम / Designation	
मोबाइल नंबर / Mobile No.	
संगठन/ Organization	
पता / Address	
यात्रा का उद्देश्य / Purpose of Visit	
तारीख/ Date :	
हस्ताक्षर / Signature :	
एनडीसी भुवनेश्वर के अधिकृत प्रतिनिधि का नाम / Name of Authorized Representative of NDC Bhubaneswar	
पदनाम / Designation	
मोबाइल नंबर / Mobile No.	
तारीख/ Date :	
हस्ताक्षर / Signature	
