



## **DIRECTOR / WORKING GROUP MEMBER CONFIDENTIALITY STATEMENT**

1. In the normal discharge of your responsibilities as a director, and/or member of a POSOL working group, you will become privy to confidential information and will need to conduct confidential business affecting the company.
2. POSOL has notified the Information Commissioner of the data on individuals held by the company and its managing agent under the Data Protection Act 1998 and must comply with requirements of the Act.
3. The following items of business must be treated as CONFIDENTIAL:
  - 3.1 business transacted with individual shareholders of the company or householders living on the estate unless the individual concerned has given written authority for the matter to be disclosed publicly including dealings with regard to conveyances, service charges, covenants and neighbour disputes;
  - 3.2 consideration being given to possible commercial transactions, the negotiating position of the company in relation to commercial transactions, and the terms of contracts and agreements arising from such transactions up to the point when the contract is signed;
  - 3.3 consideration being given to or information in regard of legal action of any kind;
  - 3.4 other matters, which in the opinion of the Board of Directors, should remain confidential in the best interests of the company and its shareholders.
4. Published minutes of Board meetings, sub-committee and working parties will be edited to remove the name and addresses of individuals unless their prior written consent has been obtained.
5. These rules of confidentiality are binding on all directors and their nominated deputies, members of sub-committees and working parties, employees of the managing agent and any other professional advisors or contractors who become privy to confidential information in the course of their work for the company.

You need to be aware that there are civil and criminal sanctions and penalties for breaches of confidentiality as a director/working party member. In some circumstances this could include personal liability if a decision has been taken that proves to have a significant adverse effect upon the company.

I acknowledge receipt of this document and agree to abide by these terms of confidentiality.

**Name (Block Capitals):** .....

**Signature:**.....

**Date:** .....

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