

SCHEDULE 3

Rule 4(7)

Undertaking to be signed by an employee of a charity who meets the criteria at rule 3(1)(c).

UNDERTAKING in relation to privileged access to court files for

(1) I undertake to keep the files and all their contents in strict confidence and to take all reasonable security precautions in the safekeeping of the information they contain.

(2) I undertake not to share the files or any of their contents and not to permit any other person to share the files or any of their contents.

(3) I undertake not to copy the files or any of their contents and not to permit any other person to copy the files or any of their contents.

(4) I undertake not to reformat the files or any of their contents and not to permit any other person to reformat the files or any of their contents.

(5) I undertake not to publish the files or any of their contents and not to permit any other person to publish the files or any of their contents.

(6) I confirm that within 10 years of [DATE], which is the date on which the Department released the files to me, I will EITHER:

(a) return the files to PRONI, OR

(b) write to PRONI to request permission to keep the files for a further period of time.

(7) I understand that a breach of this undertaking may result in legal action against me.

Name

Position in charity

Name of charity and charity registration number

Address of charity

Signature

Date