

1- Confidentiality clause

- I agree to keep any information that I have access to regarding this company or its clients strictly confidential, sharing such information for the sole purpose to complete works assigned to me within my designated role. I confirm that I will act in accordance with all relevant domestic and EU Data Protection laws and will not share contact details, sensitive information or personal details of clients or staff of La Casita de Inglés, nor any third party employees.

2- Intellectual property copyright/forfeiture of rights

- I, accept La Casita de Inglés' rights to use all materials, ideas and resources that I discuss, share or collaborate on with them. I therefore forfeit the intellectual property of any original ideas and surrender the rights to retrieve them.

3- Exclusivity and non-compete clause

- I, will not share or use intellectual property of La Casita de Inglés, either with another competing company or in private lessons.

4 - Use of digital media from the company clause

- Any computer media, including corporate email and company tools in both hardware and software such as chats, may not be used for any other purpose outside of work. These tools will therefore only be used for strictly professional purposes, within the framework of my assigned role.

5 - Correct storage of sensitive material and establishment of control clause

- The employee will be responsible for the safekeeping of login details and passwords that the company creates for their usage, to perform and complete tasks, as well as the documents stored either inside their computer or externally and will not create copies to be used for personal use or within any alternative employment arrangement.
- The company will therefore be able to establish any controls it deems necessary, without prior notice, including access to documents inside the employees' computer, as well as all communications made through the company's digital media, such as emails, chats, etc. The employee declares that they fully understand these rules and authorizes the company to establish any type of controls that it deems proportionate and necessary.

6 - Breach of clause(s)

- If the employee breaches any of these clauses, they will have to pay a settlement to the company for damages incurred by the company as a result of the breach.

Signature

Date