

## PERSONAL DECLARATION to Royal Mail Group

(Royal Mail Group Ltd and its associated Companies, including Parcelforce Worldwide, Post Office Ltd and, Royal Mail Letters)



YOU SHOULD READ THIS DOCUMENT CAREFULLY AND THEN SIGN YOUR NAME TO THE DECLARATION BELOW.

### ROYAL MAIL GROUP'S OBLIGATIONS

Royal Mail Group must ensure that letters, parcels and all other communications or items entrusted to it are delivered as addressed promptly and safely, and that the information in them reaches no one not entitled to it.

To help Royal Mail Group provide this essential service to the community, there are important legal requirements which you must comply with. It is important for you to be aware of and understand those provisions, not only for your own sake but also in order that you should not, through any fault or omission on your part, enable or tempt others to break them.

### SAFETY OF POSTAL PACKETS

It is a criminal offence to steal, destroy or damage a letter, parcel, mailbag or any other postal packet in course of transmission by post. It is also an offence to open or delay (without proper authority and reasonable excuse) a letter, parcel, mailbag, or any other postal packet in course of transmission by post.

Persons suspected of criminal offences will be subject to investigation which may lead to prosecution in the criminal courts. Heavy penalties, including terms of imprisonment, are provided for such offences. Other misconduct which endangers the safety of a mailbag or postal packet may lead to termination of employment or engagement or contract with Royal Mail Group.

### CRIMINAL OFFENCES

If you are charged with any criminal offence whilst employed / engaged by Royal Mail Group, you must immediately inform your supervising manager of the details. Where a person engaged in Royal Mail Group business is involved in a criminal offence, the police have discretion to notify Royal Mail Group of convictions and may provide other relevant information.

### CONFIDENTIAL INFORMATION

You shall neither whilst employed or contractually bound by Royal Mail Group or engaged in Royal Mail Group's business, nor after that employment or engagement ceases, disclose to any other person, firm or company, or publish or broadcast or use for your own benefit or for the benefit of a Third Party any confidential information relating in any way to the activities, operations or business methods of Royal Mail Group or its business partners, except as previously authorised in writing by or on behalf of Royal Mail Group. Any unauthorised disclosure may amount to a criminal offence.

### OFFICIAL SECRETS ACT

A person may be entrusted with information which is covered by the Official Secrets Act 1989 whilst engaged on business for the Royal Mail Group.

Under the Official Secrets Act 1989, it is a criminal offence for a Government contractor (which means any person or body who is employed in the provision of goods or services for the Crown) including any employee of a Government contractor, to:

- disclose unlawfully any information obtained as a result of such work without authorisation, and
- fail to safeguard or improperly retain or provide access to documents or articles containing information which it would be an offence under the Act to disclose.

The above conditions apply even when work with Royal Mail Group ends.

### DATA PROTECTION ACT

Any person who handles information about identifiable living people whether processed electronically or manually may also commit an offence under the Data Protection Act 1998 if he/she improperly obtains, holds, uses or discloses any such information.

### I HAVE READ AND FULLY UNDERSTAND THIS DOCUMENT. I AGREE THAT A COPY WILL BE RETAINED IN MY FILE

The person signing this form should sign with their ordinary signature in the presence of a Royal Mail Group appointed witness.

Employee Full Name:

(Block Capitals)

Employee Pay Number:

(Leave blank - for RMG use only)

Employee Signature:

Date of signature:

Signed in the presence of Royal Mail Group appointed witness:

RMG witness Print Name:

(Block Capitals)

RMG witness Job Title:

RMG witness Signature:

RMG witness Telephone No:

*Please ensure this form is signed by the employee and RMG appointed witness before being forwarded to HRSC Sheffield*



Royal Mail is an Equal Opportunities Employer. Positive about disability.  
Royal Mail is a trading name of Royal Mail Group Ltd. Registered number 4138203.  
Registered in England and Wales.  
Registered office: 100 Victoria Embankment, LONDON, EC4Y 0HQ

Retention Period: Life of employment plus 7 years  
P13  
Version 7