

Nick Smith

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**From:** Nick Smith  
**Sent:** 18 March 2011 14:51  
**To:** Dave Anderson; Donald McGougan  
**Cc:** Alastair Maclean; Carol Campbell  
**Subject:** FW: Confidentiality Agreement  
**Attachments:** Employee Confidentiality letter.doc

Dave/Donald

Please see the attached confidentiality document which it is recommended that we get staff to sign where they are dealing with sensitive tram-related information. It is designed to remind employees of their confidentiality obligations and to hopefully stop any leaks.

Consideration should be given as to whether this should also be signed by staff at tie/TEL who have access to the same type of information?

Kind regards

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*Please note that I am not in the office on a Monday*