



## OFFICIAL SECRETS ACTS AND CONFIDENTIALITY DECLARATION

**(to be signed on appointment to, or on behalf of, the Ministry of Defence (including service in the Armed Forces) - Crown service; or, when otherwise in receipt of official information).**

### Introduction

The Official Secrets Acts (1911 - 1989) provide for the protection of official information\* (whether protectively marked (classified) or not) which may be entrusted to you by the Ministry of Defence. You are subject to these Acts at all times both while in Crown service and after termination of such service. You are liable to prosecution and imprisonment if found to be in breach of the Acts.

You are further advised that under civil law you also have a Duty of Confidentiality to the Ministry of Defence and are bound by Crown copyright where it relates to official information.

Where applicable, you are subject to the confidentiality and disclosure provisions of either the MOD Personnel Manual (for Civil Servants) or Queen's Regulations (for Service personnel). A breach of which can be a disciplinary offence.

This form draws your attention to your obligations which are lifelong.

\*Official Information can be (example only): oral, written (including documents or notes), electronic, mechanical, sketches, plans, models, books, pamphlets, articles, journals, log books, speeches, lectures, instructional material and photographs. It does not have to be protectively marked (classified) to be covered by this obligation/declaration.

Full Name (Block capitals)

### Obligations

I am aware of the Official Secrets Acts, that I am subject to them and that there are serious consequences if I am found to be in breach of them.

I understand that I have a Duty of Confidentiality to the Ministry of Defence and that I may be in breach of that duty and of Crown copyright if I disclose any official information without prior permission of the Ministry of Defence (the lawful authority).

I understand that where I gain access to or am entrusted with official information, in whatever form and by whatever means, it is my duty to protect that information.

I understand that I cannot retain official information, documents or other material, other than for the purpose of official duty. Any such items will be surrendered either on completion of my appointment or at the end of Crown service unless I have lawful authority to retain that information.

Any official information gained by me which may be subject to the Official Secrets Acts, my Duty of Confidentiality or Crown copyright, will not be disclosed to a third party without prior permission of the Ministry of Defence \*(the lawful authority). This includes commenting on other official information that may require protection.

### Declaration

I have read MOD Form 134. I am fully aware of my obligations under the Official Secrets Acts, Duty of Confidentiality, Crown copyright and (where applicable) the MOD Personnel Manual or Queen's Regulations. I understand that I am liable to serious consequences, which may include prosecution and imprisonment, if I am found to be in breach of these obligations. I understand that it applies to me at all times during and after completion of Crown service.

Signed ..... Date .....

Surname ..... Forename(s) .....  
(BLOCK letters)

Rank/Grade ..... Service/Staff Number .....  
(if applicable)

\*Proposed publication etc should be directed to, or advice obtained from, the Pass Secretary and Chief of Information, Defence Information Division, Ministry of Defence.