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CONFIDENTIAL AGREEMENT

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**THIS AGREEMENT** is made the

**BETWEEN:**

- (1) <<Name of Company>> a [Contractor] [Consultant] [Agent] [Broker] of <<Country of Registration>> under number <<Company Registration Number>> whose registered office is at <<insert full Address>> ("the Company")
- (2) <<Name of [Contractor] [Consultant] [Agent] [Broker]>> [a company registered in <<Country of Registration>> with Company Registration Number <<Company Registration Number>> whose registered office is at <<insert full Address>>] ("the [Contractor] [Consultant] [Agent] [Broker]")

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**WHEREAS:**

- (1) The Company carries on <<short description of business>> and wishes to engage the [Contractor] [Consultant] [Agent] [Broker] to provide the Services set out in Schedule 1.
- (2) The [Contractor] [Consultant] [Agent] [Broker] agrees to provide the Services set out in Schedule 1 to the Company's [customers] OR [clients].
- (3) The Company wishes to disclose certain Confidential Information to the [Contractor] [Consultant] [Agent] [Broker] (such disclosure set out in Schedule 2).
- (4) The Company wishes to ensure that Confidential Information is kept confidential and to prevent the [Contractor] [Consultant] [Agent] [Broker] from misusing or further disclosing that information without the Company's authorisation.
- (5) The Company wishes to ensure that the [Contractor] [Consultant] [Agent] [Broker]'s Dealings with the Company are limited to the Services.
- (6) The Company is only willing to engage the [Contractor] [Consultant] [Agent] [Broker] to provide the Services if it agrees to the terms and conditions set out in Schedule 2.
- (7) In consideration of the Company's agreement to engage the [Contractor] [Consultant] [Agent] [Broker] hereby agrees that the terms and conditions set out in Schedule 2 are in accordance with, the terms and conditions of the contract which will accordingly take effect and be binding as a contract.

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**IT IS AGREED** as follows:

**1. Definitions and Interpretation**

- 1.1 In this Agreement, unless otherwise requires, the following expressions have the following meanings:

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“Competitor”

“Confidential Information”

["Data Protection Legislation"]

["controller"  
"data controller"  
"data processor"  
"data subject"  
"personal data"  
"processing"  
"processor" and  
"appropriate technical and  
organisational measures"]

“Dealings”

“Intellectual Property Rights”

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organisation, individual, partnership, or company that carries on business similar to or the same as the [Contractor] but not in any way affiliated with the [Contractor];

the meaning set out in Clause 2 of the [Data Protection Legislation];

applicable legislation in force from time to time in the United Kingdom applicable to data protection and privacy including, but not limited to, the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) which forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018); the Data Protection Act 2018; and the Regulation of Investigatory Powers Act 2000 (as amended);

the meanings ascribed thereto in the [Data Protection Legislation];

in connection with the interaction between the [Contractor] and the [Client] [Broker] may have with the [Contractor] [clients] during the [Contractor] [Business];

and all rights (whether or not registrable) subsisting in any form of patents, trade marks, service marks, designs, applications (and rights of those rights), trade, business names, internet domain names and addresses, copyrights, database rights, trade secrets and other secrets, rights in inventions;

including licences, consents, orders, and otherwise in relation to a right in the [Contractor] [Business];

of the same or similar effect or nature as the rights described in paragraphs (a) and (b) which now or have previously subsisted; and

liability for past infringements of any of the rights;

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“Premises”

ation at which the [Contractor] [Agent] [Broker] is based or, if the [Contractor] [Consultant] [Agent] [Broker] is not based in any location the location instructions are given or, if the [Contractor] [Consultant] [Agent] [Broker] does instructions from any one location, the location of the Company;

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["Processed Personal Data"]

onal data described in sub-Clause 8.1.3 which is to be disclosed by the [Contractor] [Consultant] [Agent] [Broker] in sub-Clause 8.2.2;

“Representatives”

on to either Party, its officers and directors, professional advisers or consultants or agents of that Party, contractors or subcontractors engaged by that Party, and any other persons acting on behalf of the other Party agrees in writing that Confidential Information may be disclosed to the other Party;

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“Services”

services to be provided by the [Contractor] [Consultant] [Agent] [Broker] [as per the Service Agreement] between the Parties, attached to this Agreement in Schedule 2 (“the Service Agreement”) [as set out in Schedule 2];

["Shared Personal Data"]

onal data described in sub-Clause 7.1.3 which is to be disclosed by the [Contractor] [Consultant] [Agent] [Broker] in sub-Clause 7.2.2;

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“Territory”

geographical area within which the Services are to be provided as defined in Schedule 2 [the Service Agreement].

1.2 Unless the context otherwise requires, the following shall apply:

reference in this Agreement to:

1.2.1 “writing”, and any other communication, includes a reference to any communication by electronic or facsimile transmission or any other similar means;

reference in this Agreement to any statute or regulation is a reference to that statute or regulation in force at the relevant time;

1.2.2 a statute or regulation is a reference to that statute or regulation in force at the relevant time;

reference to this Agreement and each of the Schedules attached to this Agreement is to be construed as referring to the version of the Agreement in force at the relevant time;

1.2.3 “this Agreement” means this Agreement and each of the Schedules attached to this Agreement;

reference to a Schedule is to be construed as referring to the relevant Schedule; and

1.2.4 a Schedule is a reference to a Schedule of this Agreement or to a Clause of this Agreement or to a paragraph of the relevant Schedule.

reference to a Clause of this Agreement or to a paragraph of the relevant Schedule is to be construed as referring to the relevant Clause or paragraph of the relevant Schedule.

1.2.5 a Clause or paragraph is a reference to a Clause of this Agreement or to a paragraph of the relevant Schedule.

reference to a Clause of this Agreement or to a paragraph of the relevant Schedule is to be construed as referring to the relevant Clause or paragraph of the relevant Schedule.

1.2.6 a "Party" or "Parties" means the Parties to this Agreement.

reference to a Party or Parties to this Agreement is to be construed as referring to the relevant Party or Parties to this Agreement.

1.3 The headings used in this Agreement shall be for convenience only and shall have no effect upon the interpretation of this Agreement.

reference to a Party or Parties to this Agreement is to be construed as referring to the relevant Party or Parties to this Agreement.

1.4 Words imparting the singular shall include the plural and vice versa.

reference to a Party or Parties to this Agreement is to be construed as referring to the relevant Party or Parties to this Agreement.

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1.5 References to any gender shall include the other gender.

1.6 References to persons shall include corporations.

2. Confidential Information

2.1 For the purposes of this Clause, "Confidential Information" shall be the information outlined in the Schedule of Confidential Information designated at or before the time of disclosure by the Parties as Confidential, and any other information that falls within the definition of Confidential Information set out below in this Clause 2. This includes:

2.1.1 [the fact that the Parties are in discussions or negotiations are taking place between the Parties or the status of such discussions and negotiations] or [Contractor] [Consultant] [Agent] [Broker] is to provide the Services;

2.1.2 [the [existence of] any Confidential Information];

2.1.3 any and all Confidential Information relating to:

- a) the business, operations, or suppliers of the Company;
- b) the Confidential Information, product information, trade secrets, or other Confidential Information of the Company; and

2.1.4 further information, reports, or findings derived from the Confidential Information.

2.2 The definition of Confidential Information set out above shall apply whether or not the Confidential Information is commercially (or other) sensitive in nature, and in whatever form the Confidential Information exists or is communicated.

2.3 Information shall not be Confidential Information if and to the extent that any Confidential Information in Clause 10 apply.

3. [Contractor] [Consultant] [Agent] [Broker] Confidentiality Obligations

3.1 The Company has no interest in all Confidential Information that it discloses to [Contractor] [Consultant] [Agent] [Broker] after the Parties enter into the Agreement.

3.2 The [Contractor] [Consultant] [Agent] [Broker] shall, subject to the provisions of Clause 10, at all times keep Confidential Information secret and confidential and shall not disclose, use, exploit, or otherwise make available Confidential Information directly or indirectly to any third party for purposes other than the provision of the Services without the prior written consent of the Company. Such obligations shall not be limited to:

3.2.1 disclosing, whether orally or in writing, or otherwise making available Confidential Information to any person except as expressly permitted in writing by the Company;

3.2.2 copying or otherwise reproducing any part of the Confidential Information except to the extent necessary for providing the Services. Any Confidential Information so copied or reproduced by [Contractor] [Consultant] [Agent] [Broker] shall remain Confidential Information of the Company;

3.2.3 reproducing or otherwise disclosing (in any form) any part of the Confidential Information, or any Confidential Information derived from otherwise undisclosed aspects

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of the Confidential Information

including, but not limited to, related

3.2.4 using the Confidential Information to procure (or attempt to procure) any commercial advantage for the [Contractor] or a commercial disadvantage to the [Contractor]

whether directly or indirectly, to procure (or attempt to procure) any commercial advantage for the [Broker], or a commercial disadvantage to the [Broker]

3.2.5 carrying out any development or invention of Intellectual Property Rights from the Confidential Information

making any inventions, further developing any registered Intellectual Property Rights from the Confidential Information;

3.2.6 <<add further obligations of the [Contractor] as required>>

as required>>.

3.3 The [Contractor] shall take all reasonable organisational, physical, technical and administrative measures proposed by the Company (from time to time) to preserve the confidentiality and secrecy of the Confidential Information.

[Broker] shall take all reasonable measures [(including any reasonable measures proposed by the Company from time to time)] to preserve the confidentiality and secrecy of the Confidential Information.

3.4 The [Contractor] shall keep written records of:

[Contractor] shall keep written records of:

3.4.1 any Confidential Information received from the Company as a Confidential Information.

any Confidential Information received from the Company as a Confidential Information.

3.4.2 any copies of Confidential Information.

Confidential Information.

3.5 Upon the termination or completion of the Services, the [Contractor] shall return all Confidential Information forthwith to the Company. The Company certifies that no copies of the Confidential Information have been made or retained. The [Contractor] shall be responsible for ensuring that its legal department and any other employees are complying with the terms of this Agreement upon termination or expiration of the Agreement.

Upon termination of the Agreement for any reason, following the written demand by the Company, the [Contractor] shall return all Confidential Information to the Company. The [Contractor] shall further provide a certificate to the Company certifying that no copies of the Confidential Information have been made or retained. The [Contractor] may retain one copy of the Confidential Information for the purpose of enabling it to continue to comply with the terms of the Agreement that may extend beyond its termination or expiration.

3.6 Nothing in this Agreement shall prevent the [Contractor] [Broker] from using Confidential Information [Consultant] [Agent] [Contractor] [Consultant] [Agent] [Broker] from using Confidential Information acquired by the [Contractor] [Consultant] [Agent] [Broker] Representatives prior to, or in the course of providing the Services.

[Contractor] [Consultant] [Agent] [Broker] shall not use Confidential Information acquired by the [Contractor] [Consultant] [Agent] [Broker] Representatives prior to, or in the course of providing the Services.

4. Storage of Confidential Information

4.1 The [Contractor] shall ensure that the Confidential Information is stored only on [a local computer or server] OR [a local computer or server] OR [those locations] OR [those locations]

[Broker] shall ensure that the Confidential Information is stored only on [its premises at <<insert address>>] OR [at any time allow the Confidential Information to be stored on any server or device] OR [that Confidential Information received from [its premises] OR [that Confidential Information received from [its premises]

4.2 Where the [Contractor] holds the Confidential Information in hard copy form, it shall be stored in a locked cabinet when not in use.

[Contractor] [Broker] holds the Confidential Information in hard copy form, it shall be stored in a locked cabinet when not in use.

4.3 Where the [Contractor] holds the Confidential Information electronically, it shall be stored only on [a local computer or server] at <<insert address>>. The Confidential Information shall not be stored on any server of any kind. Confidential

[Contractor] [Broker] holds the Confidential Information electronically, it shall be stored only on [its computers or devices] at [its premises location(s)>>]. The Confidential Information shall not be stored on any server of any kind. Confidential



[Contractor] [Consultant] [Agent] shall, to the extent permitted by law, inform the Company of the circumstances surrounding it as soon as is reasonable after the disclosure has taken place.

7. **[Disclosure of Personal Data]**

7.1 The Confidential Information is to be disclosed to [Contractor] [Consultant] [Agent] [Broker]. Schedule [X] of Shared Personal Data it relates, the scope of the data and the duration of the sharing.

7.2 This Clause 7 sets out the terms for the sharing of the Shared Personal Data between the Company and the [Contractor] [Consultant] [Agent] [Broker] on the Services.

7.3 Both Parties shall acknowledge and the rights of data subjects under the Data Protection Legislation. Any measure taken by either Party shall, if not required by the other Party, give the other Party immediate effect.

7.4 With respect to the sharing of Shared Personal Data, the Company shall ensure it has in place appropriate measures for the transfer of the Shared Personal Data.

7.5 With respect to the sharing of Shared Personal Data, the [Contractor] [Consultant] [Agent] [Broker] shall:

7.5.1 not disclose the Shared Personal Data to any third parties;

7.5.2 process the Shared Personal Data only to the extent reasonably necessary for the provision of the Services;

7.5.3 ensure that the Shared Personal Data is to be shared only with those Representatives to whom the Shared Personal Data is to be shared, and that are bound by confidentiality obligations and that are bound by the obligations imposed upon the [Contractor] [Consultant] [Agent] [Broker] by this Agreement;

7.5.4 ensure that appropriate technical and organisational measures (as defined in Article 32 of the GDPR) are in place, as reviewed and approved by the Company, to protect the Shared Personal Data against unauthorised or unlawful processing or destruction of, or damage to, the Shared Personal Data, and to safeguard against the loss of, or damage to, the Shared Personal Data, having regard to the state of technological development and the nature of the data; and

7.5.5 not transfer the Shared Personal Data outside of the UK.

7.6 The Parties shall assist each other in complying with their respective obligations under applicable data protection legislation. Such assistance shall include, but not be limited to, the following:

**Sharing**

7.1 The Company shall disclose certain Shared Personal Data which is to be disclosed to [Contractor] [Consultant] [Agent] [Broker]. Schedule [X] of personal data comprising the categories] of data subject to whom it relates, the scope of the data and the duration of the sharing to be carried out, and the duration of the sharing.

7.2 This Clause 7 sets out the terms for the sharing of the Shared Personal Data between the Company and the [Contractor] [Consultant] [Agent] [Broker] on the Services.

7.3 Both Parties shall acknowledge their obligations as data controllers under applicable requirements under the Data Protection Legislation. Any measure taken by either Party shall, if not required by the other Party, give the other Party immediate effect.

7.4 With respect to the sharing of Shared Personal Data, the Company shall ensure it has in place appropriate measures for the transfer of the Shared Personal Data and consents in order to enable the sharing of the Shared Personal Data.

7.5 With respect to the sharing of Shared Personal Data, the [Contractor] [Consultant] [Agent] [Broker] shall:

7.5.1 not disclose the Shared Personal Data to any third parties;

7.5.2 process the Shared Personal Data only to the extent reasonably necessary for the provision of the Services;

7.5.3 ensure that the Shared Personal Data is to be shared only with those Representatives to whom the Shared Personal Data is to be shared, and that are bound by confidentiality obligations and that are bound by the obligations imposed upon the [Contractor] [Consultant] [Agent] [Broker] by this Agreement;

7.5.4 ensure that appropriate technical and organisational measures (as defined in Article 32 of the GDPR) are in place, as reviewed and approved by the Company, to protect the Shared Personal Data against unauthorised or unlawful processing or destruction of, or damage to, the Shared Personal Data, and to safeguard against the loss of, or damage to, the Shared Personal Data, having regard to the state of technological development and the nature of the data; and

7.5.5 not transfer the Shared Personal Data outside of the UK.

7.6 The Parties shall assist each other in complying with their respective obligations under applicable data protection legislation. Such assistance shall include, but not be limited to, the following:

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7.6.1 providing the contact details of its data protection officer and/or its Representatives as a point of contact for the Data Protection Legislation, including, but not limited to, the handling of data breaches;

contact details of its data protection officer and/or its Representatives as a point of contact for the Data Protection Legislation, including, but not limited to, the handling of data breaches;

7.6.2 consulting with the data subject in respect to information and notices provided to the data subject in respect to the Shared Personal Data;

consulting with the data subject in respect to information and notices provided to the data subject in respect to the Shared Personal Data;

7.6.3 informing the data subject of the receipt of data subject access requests and providing the data subject with assistance in complying with the same;

informing the data subject of the receipt of data subject access requests and providing the data subject with assistance in complying with the same;

7.6.4 not disclosing any Shared Personal Data in response to a data subject request without prior consultation with the other Party, where reasonably possible;

not disclosing any Shared Personal Data in response to a data subject request without prior consultation with the other Party, where reasonably possible;

7.6.5 assisting the data subject with a subject request [at the cost of the other Party] OR [at the cost of the other Party] in respect to the Shared Personal Data;

assisting the data subject with a subject request [at the cost of the other Party] OR [at the cost of the other Party] in respect to the Shared Personal Data;

7.6.6 assisting the data subject with a subject request [at the cost of the other Party] in connection with the Data Protection Legislation, including impact assessments, breach notifications, and consultations with the Information Commissioner's Office and any other relevant advisory authorities or regulators;

assisting the data subject with a subject request [at the cost of the other Party] in connection with the Data Protection Legislation, including impact assessments, breach notifications, and consultations with the Information Commissioner's Office and any other relevant advisory authorities or regulators;

7.6.7 notifying the data subject of a breach of the Data Protection Legislation where the breach is likely to result in a personal data breach affecting the data subject;

notifying the data subject of a breach of the Data Protection Legislation where the breach is likely to result in a personal data breach affecting the data subject;

7.6.8 notifying the data subject of a personal data breach affecting the data subject as soon as possible, and without undue delay;

notifying the data subject of a personal data breach affecting the data subject as soon as possible, and without undue delay;

7.6.9 using compatible processing of the Shared Personal Data in order to ensure the security of the Shared Personal Data;

using compatible processing of the Shared Personal Data in order to ensure the security of the Shared Personal Data;

7.6.10 deleting or anonymizing Shared Personal Data where necessary, including on the expiry of this Agreement, subject to any applicable legal requirements to retain any Shared Personal Data;

deleting or anonymizing Shared Personal Data where necessary, including on the expiry of this Agreement, subject to any applicable legal requirements to retain any Shared Personal Data;

7.6.11 maintaining accurate and up-to-date records and other information in connection with this Clause 7.

maintaining accurate and up-to-date records and other information in connection with this Clause 7.

7.7 Each Party shall indemnify and hold the other Party harmless from all liabilities, costs, expenses, damages, and losses, including consequential losses, reputational damage, and all other losses (on an indemnity basis) arising out of or in connection with the breach of the Data Protection Legislation by the indemnifying Party, and the indemnified Party shall provide the indemnifying Party with the circumstances of the claim, and shall cooperate with the claim, and shall manage, defend, and/or settle the claim.]

Each Party shall indemnify and hold the other Party harmless from all liabilities, costs, expenses, damages, and losses, including consequential losses, reputational damage, and all other losses (on an indemnity basis) arising out of or in connection with the breach of the Data Protection Legislation by the indemnifying Party, and the indemnified Party shall provide the indemnifying Party with the circumstances of the claim, and shall cooperate with the claim, and shall manage, defend, and/or settle the claim.]

8. **[Disclosure of Personal Data Processing]**

**Processing**

8.1 The Confidential Information which is to be disclosed to the [Contractor] [Consultant]

certain Processed Personal Data to the [Contractor] [Consultant]

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[Agent] [Broker] to [Contractor] [Consultant] [Agent] [Broker] on the Co course of providing the Services. Schedule 3 sets ou al data comprising the Processed Personal Data, the [ies] of data subject to whom it relates, the scope, processing to be carried out, and the duration of the p

8.2 This Clause 8 esta for the processing of the Processed Personal Data by th [Agent] [Broker] in its capacity as a data process company in its capacity as a data controller. The Proc shall be disclosed by the Company to the [Contractor] [Broker] only to the extent reasonably necessary for the p

8.3 Each Party shall co their respective obligations as data controller and data ts of data subjects, and all other applicable requirem protection Legislation. This Clause 8 is in addition to, a remove, or replace either Party's obligations under th lation. Any material breach of the Data Protection Le ty shall, if not remedied within <<insert period>> of the other Party, give the other Party grounds to terminat immediate effect.

8.4 Without prejudice to-Clause 8.3, the Company shall ensure it has in pla and consents in order to enable the lawful transfer of the ata to the [Contractor] [Consultant] [Agent] [Broker] for es of this Agreement.

8.5 Without prejudice to sub-Clause 8.3, the [Contractor] [Consultant] [Agent] [Broker] respect to the Processed Personal Data and its provisio

8.5.1 process the ata only on the written instructions of the Comp [Contractor] [Consultant] [Agent] [Broker] is otherwise [Consultant] [Agent] [Broker] Processed Personal Data by law. The [Contractor] [Consultant] [Agent] [Broker] shall promptly notify the Company of [Contractor] [Consultant] [Agent] [Broker] prohibited from doing so by law;

8.5.2 ensure that appriate technical and organisational measures (a as reviewed and approved by the Company, to authorised or unlawful processing of, and again for destruction of, or damage to, the Processed P regard to the state of technological development enting any such measures;

8.5.3 ensure that atives to whom the Processed Personal Da subject to contractual obligations in relation data protection that bind those Representat ntially the same as the obligations imposed up [Consultant] [Agent] [Broker] by this Agreement;

8.5.4 not transfer Personal Data outside of the UK;

8.5.5 assist the C OR [at the cost of the Company] in complying er the Data Protection Legislation relating to ments, breach notifications, and consultations. mmissioner's Office and any other applicable st regulators;

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8.5.6 inform the Company of data subject access requests and providing assistance in complying with the same;

8.5.7 not disclose any Processed Personal Data in response to a request without prior consultation with the Company, where reasonably possible;

8.5.8 assist the Company in responding to a subject access request; **OR** [at the cost of the Company] [provide] [such] [subject] [access] [request];

8.5.9 notify the Company of the Data Protection Legislation without undue delay;

8.5.10 notify the Company of a personal data breach affecting the Company's Processed Personal Data without undue delay;

8.5.11 delete or rectify any Processed Personal Data of the Company, the Processed Personal Data in accordance with any legal requirement to retain any applicable provisions;

8.5.12 maintain all records and accurate records and other information in accordance with this Clause 8.

8.6 The [Contractor] [Company] [Agent] [Broker] shall not sub-contract the processing of the Personal Data to a third-party processor [without the prior written consent of the Company];

8.7 [Where the Company appoints a third-party processor under sub-Clause 8.6, the Company shall enter into a written agreement with the third-party processor incorporating the terms which are set out in the Schedule. The [Contractor] [Company] [Agent] [Broker] shall remain fully liable for all acts or omissions of any third-party processor or so appointed.]

8.8 Either Party may, at any time, amend this Clause 8, replacing it with similar terms that form part of a certification scheme. Such terms shall apply and replace the current Clause 8 as an attachment to this Agreement.

8.9 Each Party shall indemnify the other party against all liabilities, costs, expenses, damages, and losses (including consequential loss of business opportunity, loss of reputation, and all legal costs (calculated on a full indemnity basis) and professional costs and expenses) suffered or incurred by the indemnified Party arising out of or in connection with the indemnifying Party's breach of the Data Protection Legislation. The indemnifying Party shall provide the indemnified Party with such claim, full information about the circumstances of the claim, and reasonable assistance in dealing with the claim, and/or settle the claim.]

9. **Proprietary Rights**

9.1 The Confidential Information and Intellectual Property Rights subsisting therein shall remain the property of the Company (or its licensors, as appropriate) and shall not be disclosed to the [Contractor] [Company] [Agent] [Broker] [without the prior written consent of the Company]. [The [Contractor] [Company] [Agent] [Broker] shall not confer upon the Company any rights whatsoever in any part of

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the Confidential Information of the Company.  
9.2 The Intellectual Property Rights in and to any and all works created by the [Contractor] [Consultant] [Agent] [Broker] in the course of providing the Services shall vest in the Company. The [Contractor] [Consultant] [Agent] [Broker] shall, at the request of the Company, take all such steps and execute all such documents and other documents as the Company may reasonably require to ensure that all such Intellectual Property Rights vest in and be protected for the registration or protection of the Company's Intellectual Property.

## 10. Exceptions to Non-Disclosure

The obligations set out in this Agreement shall not apply to Confidential Information that is:

- 10.1.1 is already in the public domain at the time of its disclosure by the [Contractor] [Consultant] [Agent] [Broker], or was in the public domain at any other time;
- 10.1.2 is in, or comes from, the public domain through any breach of this Agreement by the [Contractor] [Consultant] [Agent] [Broker], or is in the public domain;
- 10.1.3 is received by the [Contractor] [Consultant] [Agent] [Broker] from a third party from whom the [Contractor] [Consultant] [Agent] [Broker] has received such Confidential Information out in this Agreement, and the receipt of such Confidential Information by the [Contractor] [Consultant] [Agent] [Broker] under this Agreement is not of itself a breach of the confidentiality agreement between that third party and the Company;
- 10.1.4 is, prior to disclosure, already in the possession of the [Contractor] [Consultant] [Agent] [Broker] having been independently developed by the [Contractor] [Consultant] [Agent] [Broker];
- 10.1.5 is disclosed to the [Contractor] [Consultant] [Agent] [Broker] by a company free of any obligations of confidentiality in this Agreement;
- 10.1.6 is approved in writing by the Company;
- 10.1.7 is declared by the Company to no longer be confidential;
- 10.1.8 is required to be disclosed by the [Contractor] [Consultant] [Agent] [Broker] under the Access to Information Act 2000; or
- 10.1.9 is required to be disclosed by a competent jurisdiction, or by any government authority, and the [Contractor] [Consultant] [Agent] [Broker] is requesting the same to be disclosed; provided that the [Contractor] [Consultant] [Agent] [Broker] notifies the Company in writing of such request.

## 11. [Customers] OR [Clients]

11.1 Subject to sub-Clause 11.2, the [Contractor] [Consultant] [Agent] [Broker] shall not, during the period of <<insert period>> following the termination of the Company's [customer] [client] [contract] [agreement] [relationship] [services] [OR] [at any time during the

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term of this Agreement  
[clients] of which  
knowledge], regard

the Company's [customers] OR  
[consultant] [Agent] [Broker] has  
attached the other.

11.2 The restriction in s  
[client] basis by  
[Contractor] [Cons  
unreasonably withh  
agreement between  
sharing of the [cust

waived on a per-[customer] OR  
g on written request from the  
er], such consent not to be  
given if it shall violate any prior  
ent] and the Company as to the  
s.

11.3 No waiver given un  
of this Agreement.

affect the provisions of Clause 12

**12. Non-Competition**

12.1 Except as provided  
[Broker] shall not, d  
<<insert period>> fo  
Competitor within  
Territory].

[Contractor] [Consultant] [Agent]  
ding the Services or for a period of  
hereof, provide like services to any  
radius of the Premises] OR [the

12.2 The restriction in su  
the Company in wr  
[Agent] [Broker], su

ived on a per-Competitor basis by  
from the [Contractor] [Consultant]  
reasonably withheld.

12.3 No waiver given un  
11 of this Agreement

all affect the provisions of Clause

**13. Term**

13.1 This Agreement sh  
of confidentiality, no  
shall continue [for <  
the Company at a  
otherwise described  
the exclusions set o

<insert date>> and the obligations  
petition set out in this Agreement  
may be shortened or extended by  
n notice] OR [indefinitely] or as  
clauses 11 and 12), subject only to  
d 12.

13.2 As fully detailed in  
Agreement for any  
sooner, on demand  
[Broker] shall retur  
ensure that no cop  
allowing one copy  
advisor, legal depart

the termination or expiry of this  
completion of the Services or, if  
[Contractor] [Consultant] [Agent]  
nation to the Company and shall  
d [(save for the limited exception  
insert responsible party, e.g. legal

**14. Enforcement and Indemn**

14.1 Both Parties hereb  
adequate remedy  
[Broker] of this Agre

damages alone would not be an  
[Contractor] [Consultant] [Agent]

14.2 The Company shall  
which may be ava  
performance, and o  
the [Contractor] [Co

y and all other rights and remedies  
e remedies of injunction, specific  
any breach of this Agreement by  
], actual or threatened.

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14.3 In addition to any right the Party may be entitled to recover against all liabilities (including, but not limited to, any direct or indirect business opportunities) and all other reasonable costs (calculated on a full cost basis) and all other reasonable costs incurred by the indemnified Party arising out of or from the indemnifying Party's (or its Representatives') breaches of the Data Protection Policy [8.9]] provided that the indemnified Party gives prompt notice of a claim giving rise to the claim and the sole authority to

at law or in equity to which either Party agrees to indemnify the other Party, and losses (including, but not limited to, any direct or indirect business opportunities, loss of profit, loss of interest, penalties, and legal costs) and all other reasonable costs incurred by the indemnified Party arising out of or from the indemnifying Party's (or its Representatives') breaches of the Data Protection Policy [8.9]] provided that the indemnified Party gives prompt notice of a claim giving rise to the claim and the sole authority to settle the claim.

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**15. No Further Obligation**

The Company shall not have any obligation or agreement with the [Company] or any particular, information for

to enter into any further transaction with the [Company] [Agent] [Broker] or to provide any, or any particular, information for [Company] [Agent] [Broker].

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**16. No Partnership or Agency**

16.1 Nothing in this Agreement shall constitute or be construed as a partnership or joint venture between the Parties and the Parties shall not authorise either Party to enter into any partnership or joint venture with the other Party or to authorise either Party to make any commitments for or on behalf of the other Party.

any partnership or joint venture with the other Party, or to authorise either Party to make any commitments for or on behalf of the other Party.

16.2 Each Party hereby represents and warrants that it is acting on its own behalf and not for the benefit of any other person.

on its own behalf and not for the benefit of any other person.

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**17. Non-Assignment of Agreement**

Neither Party may assign, transfer, or in any other manner make available to any third party any of its rights or obligations under this Agreement without the prior written consent of the other Party, which consent not to be unreasonably withheld.

, or in any other manner make available to any third party any of its rights or obligations under this Agreement without the prior written consent of the other Party, which consent not to be unreasonably withheld.

**18. Entire Agreement**

This Agreement contains the entire agreement between the Parties with respect to the subject matter and may not be amended or modified in any way by the duly authorised representatives of the Parties.

between the Parties with respect to the subject matter and may not be amended or modified in any way by an instrument in writing signed by the duly authorised representatives of the Parties.

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**19. Variation**

No variation of or addition to or deletion from this Agreement shall be effective unless in writing signed by each of the Parties or by its duly authorised representatives.

is not effective unless in writing signed by each of the Parties or by its duly authorised representatives on its behalf.

**20. No Waiver**

No failure or delay by either Party in exercising its rights under this Agreement shall be deemed to be a waiver of those rights.

of its rights under this Agreement shall be deemed to be a waiver of those rights or a waiver by either Party of a breach of its rights under this Agreement.

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of any provision of this Agreement or any breach of the same or any

to be a waiver of any subsequent

21. **Severance**

The Parties agree that, if any provision of this Agreement is found to be unenforceable, that or those provisions shall be deemed severed from the remainder of this Agreement.

or more of the provisions of this Agreement are found to be unenforceable, that or those provisions shall be deemed severed from the remainder of this Agreement. The Agreement shall remain enforceable.

22. **Communication**

22.1 All notices under this Agreement shall be in writing and be deemed duly given if signed by the Party to whom they are addressed by a duly authorised officer thereof, as appropriate.

in writing and be deemed duly given if signed by a duly authorised officer thereof,

22.2 Notices shall be deemed to have been given:

given:

22.2.1 when delivered by hand to the recipient or registered messenger during the recipient's business hours of the recipient; or

by hand or other messenger (including a registered messenger) during the recipient's business hours of the recipient; or

22.2.2 when sent, by email or electronic transmission, to the recipient's email address or other electronic address; or

by email or electronic transmission to the recipient's email address or other electronic address; or

22.2.3 on the fifth business day after the date of posting by ordinary mail; or

by ordinary mailing, if mailed by national ordinary mail; or

22.2.4 on the tenth business day after the date of posting by airmail, if postage prepaid; or

by airmail mailing, if mailed by airmail, if postage prepaid; or

22.3 All notices under this Agreement shall be addressed to the most recent address, facsimile number or email address notified to the other Party.

shall be addressed to the most recent address notified to the other Party.

23. **Third Party Rights**

Unless expressly stated otherwise, nothing in or under the Contracts (Rights of Third Parties) Act 1999 or this Agreement gives rise to any rights in or under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Agreement.

nothing in or under the Contracts (Rights of Third Parties) Act 1999 does not give rise to any rights in or under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Agreement.

24. **Law and Jurisdiction**

24.1 This Agreement (including any dispute, controversy or claim arising out of or in connection with it) shall be governed by, and construed in accordance with, the law of England and Wales.

all matters and obligations arising out of or in connection with this Agreement shall be governed by, and construed in accordance with, the law of England and Wales.

24.2 Any dispute, controversy or claim between the Parties relating to this Agreement (including any dispute, controversy or claim arising out of or in connection with it) shall be referred to and determined by the courts of England and Wales.

any dispute, controversy or claim between the Parties relating to all matters and obligations arising out of or in connection with this Agreement shall be referred to and determined within the jurisdiction of the courts of England and Wales.

SIGNED for and on behalf of the Company  
<<Name and Title of person signing>>

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**The Confidential Information**

<<Insert outline description and ar  
the Company to the [Contractor] [C

tial Information to be disclosed by  
er]>>

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**[The Services**

<<Insert a detailed statement describing the Confidential Information to be disclosed and the ways in which the Confidential Information may be used>>

which the Confidential Information [Consultant] [Agent] [Broker] may

**OR**

**[The Services**

<<Attach a copy of the agreement [Agent] [Broker] under which the Services>>]

and the [Contractor] [Consultant] [Agent] [Broker] is to provide the

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**1. Personal Data [Sharing] OR [Processing]**

**Scope**

<<Insert description of the scope of the processing to be carried out>>.

**Nature**

<<Insert description of the nature of the processing to be carried out>>.

**Purpose**

<<Insert description of the purpose of the processing and/or processing is to be carried out>>.

**Duration**

<<Insert details of the duration of the processing>>.

**2. Types of Personal Data**

<<List the types of personal data to be processed>>.

**3. Categories of Data Subject**

<<List the categories of data subject>>.

**4. Organisational and Technical Measures**

<<Describe the organisational and technical measures implemented>>.]

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**The Territory**

<<Insert a detailed description of  
remove this schedule, adjusting th

the Services are to be provided or  
>>]

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