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

**WHEREAS:**

- (1) The Company carries on [a business] [a business of the description of business set out in Schedule 1] and wishes to engage the [Contractor] [Consultant] [Agent] [Broker] to provide the Services set out in Schedule 2.
- (2) The [Contractor] [Consultant] [Agent] [Broker] has agreed to provide the Services set out in Schedule 2. In so doing, it will be acting as the Company's [customers] [clients].
- (3) The Company wishes to obtain certain Confidential Information from the [Contractor] [Consultant] [Agent] [Broker] (such disclosure being necessary for the purposes of the Services set out in Schedule 2).
- (4) The Company wishes to ensure that the Confidential Information is kept confidential and to prevent the [Contractor] [Consultant] [Agent] [Broker] from misusing or further disclosing that information without its authorisation.
- (5) The Company wishes to ensure that the [Contractor] [Consultant] [Agent] [Broker]'s dealings with the Company are confidential during and after its provision of the Services.
- (6) The Company is only willing to provide the Services if it is satisfied that the [Contractor] [Consultant] [Agent] [Broker] will not disclose Confidential Information to the Company.
- (7) In consideration of the Company's agreement to provide the Services, the [Contractor] [Consultant] [Agent] [Broker] hereby agrees that it will keep Confidential Information subject to, and in accordance with, the terms of this Agreement which will accordingly take effect and be binding as a contract.

**IT IS AGREED** as follows:

**1. Definitions and Interpretation**

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

**“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] is not in any way affiliated with the [Contractor];

the meaning set out in Clause 2 of the [Contractor]’s Data Protection Policy;

any 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 Communications Act 2003 as amended;]

the meanings ascribed thereto in the [Contractor]’s Data Protection Legislation;]

the interaction the [Contractor] has with its [Agent] [Broker] may have with the [Contractor]’s customers] OR [clients] during the [Contractor]’s business;

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

any licences, consents, orders, or other arrangements in relation to a right in the [Contractor]’s Intellectual Property Rights;

any rights having the same or similar effect or nature as those set out in paragraphs (a) and (b) which now or have subsisted; and

any claims for past infringements of any of the [Contractor]’s rights;

**“Premises”**

**[“Processed Personal Data”]**

**“Representatives”**

**“Services”**

**[“Shared Personal Data”]**

**“Territory”**

**1.2 Unless the context of**

1.2.1 “writing”, and  
communication, or  
similar means

1.2.2 a statute or  
provision as

1.2.3 “this Agreement”  
Schedules a

1.2.4 a Schedule i

1.2.5 a Clause or  
(other than t

1.2.6 a “Party” or t

**1.3 The headings used  
no effect upon the in**

**1.4 Words imparting the**

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

onal data described in sub-Clause  
e 3 which is to be disclosed by the  
[Contractor] [Consultant] [Agent]  
sub-Clause 8.2;]

on to either Party, its officers and  
professional advisers or consultants  
se that Party, contractors or sub-  
aged by that Party, and any other  
the other Party agrees in writing  
Confidential Information may be

ervices to be provided by the  
[Consultant] [Agent] [Broker] [as per  
between the Parties, attached to  
in Schedule 2 (“the Service  
R [as set out in Schedule 2];

onal data described in sub-Clause  
e 3 which is to be disclosed by the  
[Contractor] [Consultant] [Agent]  
sub-Clause 7.2;]

graphical area within which the  
to be provided as defined in  
[the Service Agreement].

reference in this Agreement to:

on, includes a reference to any  
onic or facsimile transmission or

e is a reference to that statute or  
at the relevant time;

this Agreement and each of the  
nted at the relevant time;

ement; and

ce to a Clause of this Agreement  
graph of the relevant Schedule.

parties to this Agreement.

r convenience only and shall have  
ement.

clude the plural and vice versa.

1.5 References to any gender other gender.

1.6 References to persons who are not identified in the text.

## 2. Confidential Information

2.1 For the purposes of this Agreement, "Confidential Information" shall be the information outlined in the Confidentiality Schedule, information designated at or before the time of disclosure by the Disclosing Party 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] [Parties] negotiations are taking place between  
[the Parties or] [Parties] and the status of such discussions  
and negotiat[ions] for [Consultant] [Agent] [Broker] is  
to provide th[at]

2.1.2 [the [existen [redacted]reement;]

2.1.3 any and all [REDACTED] information relating to:

a) the buyers, customers, or suppliers of the Company;

b) the disclosure of confidential information, including product information, trade secrets, know-how, and other confidential information of the Company; and

2.1.4 further information, or findings derived from the  
Confidential

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 what form the Confidential Information exists or is communicated.

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

3. [Contractor] [Consultant] [REDACTED] Confidentiality Obligations

3.1 The Company has no financial or other interest in all Confidential Information that it obtains from [Contractor] [Consultant] [Agent] [Broker] after the Payment of the Fee.

3.2 The [Contractor] [Company] 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 in whole or the whole of the 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 consent shall not be unauthorised purposes. Such consent shall not be limited to:

3.2.1 disclosing, whether directly or otherwise making available any part of [REDACTED] information to any person except as expressly permitted; [REDACTED]

3.2.2 copying or disclosure of Confidential Information as part of the Confidential Information except to third parties who are necessary for providing the Services. Any such copies shall remain confidential [Contractor] [Consultant] [Agent] [Broker] shall keep them confidential Company;

[REDACTED]

3.2.3 reproducing, in whole or in part, or (b) disclosing or otherwise divulge) any part of the Confidential Information, or (c) disclosing or otherwise divulging any information that would reveal or otherwise disclose aspects of the Confidential Information that are not otherwise disclosed by the Confidential Information.

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- whether directly or indirectly, to  
y commercial advantage for the  
[Broker], or a commercial

- making any inventions, further  
ny registered Intellectual Property  
Confidential Information;

- as required>>.

- roker] shall take all reasonable measures [(including any reasonable time to time)] to preserve the al Information.

- er] shall keep written records of:

- ived from the Company as a

- Confidential Information.

- ment for any reason, following the  
on demand by the Company, the  
[r] shall return all Confidential  
shall further provide a certificate to  
the Confidential Information have  
to the limited exception that the  
[ ] may retain one copy of the  
possible party, e.g. legal advisor,  
purpose of enabling it to continue  
ment that may extend beyond its

- [Contractor] [Consultant] [Agent]  
 experience acquired by the [Contractor]  
 Representatives prior to, or in the

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- [Broker] shall ensure that the premises at <<insert address>>] at any time allow the Confidential moved from [its premises] **OR** [that

- t] [Broker] holds the Confidential  
ed in a locked cabinet when not in

- t] [Broker] holds the Confidential Information shall be stored only on computers or devices] at [its premises location(s)>>]. The Confidential server of any kind. Confidential

Information stored on [computers or devices] [may be not be stored on applicable computer or devices], provided it is not accessible via the internet] OR [may be stored on applicable computer or devices] confined solely to [the Company's premises]. Furthermore, the [computers or devices] shall not be connected to any [local area network] [or the internet]. The [Computing System] shall protect the Confidential Information. The [Computing System] shall be protected using [a] password[s] which may be shared with [a] [personnel] authorised to access the Confidential Information. When [Computing System] or device[s] used to store Confidential Information must be stored in a locked cabinet.

[Computing System] or device] OR [local computers or devices] [may be not be stored on applicable computer or devices], provided it is not accessible via the internet] OR [may be stored on applicable computer or devices] confined solely to [the Company's premises]. Furthermore, the [computers or devices] shall not be connected to any [local area network] [or the internet]. The [Computing System] shall protect the Confidential Information. The [Computing System] shall be protected using [a] password[s] which may be shared with [a] [personnel] authorised to access the Confidential Information. When [Computing System] or device[s] used to store Confidential Information must be stored in a locked cabinet.

- 4.4 The Company shall have the right to access and inspect the location[s] at which the [Contractor] [Consultant] [Agent] [Broker] is to hold the Confidential Information upon [a] [period]>> written notice. If the [Contractor] [Consultant] [Agent] [Broker] of the [Contractor] [Consultant] [Agent] [Broker] shall have the right to request any such reasonable changes as it may deem necessary to satisfy the requirements of the Agreement.

Access and inspect the location[s] at which the [Contractor] [Consultant] [Agent] [Broker] is to hold the Confidential Information upon [a] [period]>> written notice. If the [Contractor] [Consultant] [Agent] [Broker] of the [Contractor] [Consultant] [Agent] [Broker] shall have the right to request any such reasonable changes as it may deem necessary to satisfy the requirements of the Agreement.

## 5. Permitted Disclosure

- 5.1 The [Contractor] [Consultant] [Agent] [Broker] may disclose to its Representatives such Confidential Information as is reasonably necessary for the performance of its duties, provided that:

[Contractor] [Consultant] [Agent] [Broker] may disclose to its Representatives such Confidential Information as is reasonably necessary for the performance of its duties, provided that:

5.1.1 it informs the Company of the confidential nature of the Confidential Information to be disclosed;

it informs the Company of the confidential nature of the Confidential Information to be disclosed;

5.1.2 it obtains from the Company written undertakings to the effect that the Confidential Information shall be disclosed on the same terms as this Agreement and are binding upon those Representatives to whom the Confidential Information is disclosed;

it obtains from the Company written undertakings to the effect that the Confidential Information shall be disclosed on the same terms as this Agreement and are binding upon those Representatives to whom the Confidential Information is disclosed;

5.1.3 it keeps a record of the Confidential Information disclosed and the names of the Representatives to whom the Confidential Information is disclosed.

it keeps a record of the Confidential Information disclosed and the names of the Representatives to whom the Confidential Information is disclosed.

- 5.2 The [Contractor] [Consultant] [Agent] [Broker] shall be liable for the acts or omissions of such Representatives as if they were the acts or omissions of the [Contractor] [Consultant] [Agent] [Broker], whether or not the [Contractor] [Consultant] [Agent] [Broker] has complied with sub-C

[Contractor] [Consultant] [Agent] [Broker] shall be liable for the acts or omissions of such Representatives as if they were the acts or omissions of the [Contractor] [Consultant] [Agent] [Broker], whether or not the [Contractor] [Consultant] [Agent] [Broker] has complied with sub-C

## 6. Mandatory Disclosure

- 6.1 Subject to the provisions of this Agreement, the [Contractor] [Consultant] [Agent] [Broker] may disclose Confidential Information only to the extent that such disclosure is required by any governmental, regulatory or taxation authority of competent jurisdiction.

Subject to the provisions of this Agreement, the [Contractor] [Consultant] [Agent] [Broker] may disclose Confidential Information only to the extent that such disclosure is required by any governmental, regulatory or taxation authority of competent jurisdiction.

- 6.2 Prior to disclosure of Confidential Information, the [Contractor] [Consultant] [Agent] [Broker] shall, to the extent permitted by law, notify the Company in writing in advance of such disclosure.

Prior to disclosure of Confidential Information, the [Contractor] [Consultant] [Agent] [Broker] shall, to the extent permitted by law, notify the Company in writing in advance of such disclosure.

[Contractor] [Consultant] [Agent] shall, to the extent permitted by law, inform the Company of the circumstances surrounding it as soon as is reasonably practicable 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 1 sets out the categories of Shared Personal Data it relates, the scope of the processing, and the duration of the processing.

7.2 This Clause 7 sets out the obligations of the Parties for the sharing of the Shared Personal Data between the Parties. The Shared Personal Data shall be disclosed to the [Contractor] [Consultant] [Agent] [Broker] only for the purposes of the Services.

7.3 Both Parties shall acknowledge and respect 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 processing of Shared Personal Data, the Company shall ensure it has in place appropriate safeguards for the transfer of the Shared Personal Data.

7.5 With respect to the processing 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 processed in accordance with the contractual obligations in relation to confidentiality and data protection that bind those Representatives as the obligations imposed upon [Contractor] [Consultant] [Agent] [Broker] by this Agreement;

7.5.4 ensure that appropriate technical and organisational measures (as reviewed and approved by the Company, to prevent unauthorised or unlawful processing or destruction of, or damage to, the Shared Personal Data and to the state of technological development); 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 Shared Personal Data which is to be disclosed to [Contractor] [Consultant] [Agent] [Broker] shall comprise the categories of data subject to whom the processing to be carried out, and the duration of the processing.

7.2 This Clause 7 sets out the obligations of the Parties for the sharing of the Shared Personal Data between the Parties. The Shared Personal Data shall be disclosed to the [Contractor] [Consultant] [Agent] [Broker] only for the purposes of the Services.

7.3 Both Parties shall acknowledge and respect 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 processing of Shared Personal Data, the Company shall ensure it has in place appropriate safeguards for the transfer of the Shared Personal Data.

7.5 With respect to the processing 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 processed in accordance with the contractual obligations in relation to confidentiality and data protection that bind those Representatives as the obligations imposed upon [Contractor] [Consultant] [Agent] [Broker] by this Agreement;

7.5.4 ensure that appropriate technical and organisational measures (as reviewed and approved by the Company, to prevent unauthorised or unlawful processing or destruction of, or damage to, the Shared Personal Data and to the state of technological development); 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;

7.6.2 consulting with the other Party in respect to information and notices provided to or received from the Shared Personal Data;

7.6.3 informing the other Party of the receipt of data subject access requests and providing reasonable 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;

7.6.5 assisting the other Party [at the cost of the other Party] in responding to a data subject request;

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

7.6.7 notifying the other Party of a breach of the Data Protection Legislation;

7.6.8 notifying the other Party of a personal data breach affecting the Shared Personal Data, without undue delay;

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

7.6.10 deleting or anonymizing Shared Personal Data at the request of the other Party, the Shared Personal Data, to the extent permitted by any legal requirement to retain any data for a specified period;

7.6.11 maintaining accurate and complete records and other information in accordance 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 loss of business opportunity, loss of reputation, and all reasonable legal costs (calculated on a full indemnity basis) arising out of or in connection with the breach of the Data Protection Legislation by the indemnifying Party, provided the indemnified Party provides the indemnifying Party with the circumstances of the claim, and the indemnifying Party provides reasonable assistance in dealing with the claim, and/or settle the claim.]

## 8. [Disclosure of Personal Data Processing]

8.1 The Confidential Information shall include certain Processed Personal Data which is to be disclosed to the [Contractor] [Consultant]

# STANDARD MASTER PROMISE

- [Agent] [Broker] to [Contractor] [Consultant] [Agent] [Broker] on the Co course of providing the Services. Schedule 3 sets out 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 estab for the processing of the Processed Personal Data by th [nt] [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>> e other Party, give the other Party grounds to terminat immediate effect.
- 8.4 Without prejudice t Sub-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 Sub-Clause 8.3, the [Contractor] [Consultant] [Agent] [Broker] respect to the Processed Personal Data and its provis
- 8.5.1 process the ata only on the written instructions of the Comp [Contractor] [Consultant] [Agent] [Broker] is otherwise Processed Personal Data by law. The [Contractor] [Consultant] [Agent] [Broker] shall promptly notify the Company of prohibited from doing so by law;
- 8.5.2 ensure that iate technical and organisational measures (a as reviewed and approved by the Company, to authorised or unlawful processing of, and again 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 Data subject to contractual obligations in relation data protection that bind those Representatives of the Company, shall be 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 Commissioner'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 data subject request; OR [at the cost of the Company]
- 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 the Company's Processed Personal Data in accordance with the expiry of this Agreement or any applicable legal requirement to retain any data;
- 8.5.12 maintain all records and accurate records and other information in accordance with this Clause 8.
- 8.6 The [Contractor] [Consultant] [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 8.5, the [Contractor] [Consultant] [Agent] [Broker] shall enter into a written agreement with the third-party processor incorporating the terms which are set out in the Schedule 1 to this Agreement. The [Contractor] [Consultant] [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 standard certification scheme. Such terms shall apply and replace the current terms of 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 the circumstances of the claim, and the indemnified Party shall provide the indemnifying Party with the claim, and the indemnifying Party shall manage, defend, and/or settle the claim.]

## 9. Proprietary Rights

- 9.1 The Confidential Information (including Intellectual Property Rights) therein shall remain the property of the Company (or its licensors, as appropriate) and shall not be disclosed by the [Contractor] [Consultant] [Agent] [Broker] to any third party. The [Contractor] [Consultant] [Agent] [Broker] shall not confer upon the Company any rights whatsoever in any part of

- the Confidential Information of the Company.
- 9.2 The Intellectual Property Rights in 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 necessary steps and execute all necessary documents and other documents as the Company may reasonably require to ensure that all such Intellectual Property Rights vest in and belong to the Company for the registration or protection of the Company's Intellectual Property Rights.
10. **Exceptions to Non-Disclosure Obligations**
- The obligations set out in this Clause shall not apply to Confidential Information that:
- 10.1.1 is already in the public domain at the time of its disclosure by the [Contractor] [Consultant] [Agent] [Broker];
  - 10.1.2 is in, or comes from, the public domain through any breach of this Agreement by the [Contractor] [Consultant] [Agent] [Broker];
  - 10.1.3 is received by the [Contractor] [Consultant] [Agent] [Broker] from a third party from whom the [Contractor] [Consultant] [Agent] [Broker] has received a confidentiality receipt is not of itself a breach of this 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 by the [Contractor] [Consultant] [Agent] [Broker] to the 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 [Contractor] [Consultant] [Agent] [Broker] 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, compelling the same to be disclosed by the [Contractor] [Consultant] [Agent] [Broker] notifies the Company in writing of the disclosure.
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] [dealings] [services] OR [at any time during the



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- 14.3 In addition to any right or remedy at law or in equity to which either Party may be entitled, the indemnifying Party agrees to indemnify the other Party against all liabilities, damages, and losses (including, but not limited to, any direct or consequential losses, loss of profit, loss of business opportunities, and all interest, penalties, and legal costs (calculated on a full cost basis) and all other reasonable costs incurred by the indemnified Party arising out of or in connection with the indemnifying Party's (or its Representatives') breach of the Agreement [(including, where applicable, any breaches of the Data Protection Act 1998 as set out in sub-Clause [7.7] OR [8.9])] provided that the indemnified Party provides the indemnifying Party with prompt notice of a claim and the indemnifying Party provides the indemnified Party with information about the circumstances giving rise to the claim, and the indemnified Party has the sole authority to settle the claim.
15. **No Further Obligation**
- The Company shall not have any obligation to enter into any further transaction or agreement with the [Company] [Agent] [Broker] or to provide any, or any particular, information to the [Company] [Agent] [Broker].
16. **No Partnership or Agency**
- 16.1 Nothing in this Agreement shall constitute any partnership or joint venture between the Parties, nor shall either Party be the agent of the other Party, or 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.
17. **Non-Assignment of Agreement**
- Neither Party may assign, sub-license, or in any other manner make available to any third party any 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 understanding between the Parties with respect to its subject matter and may not be amended or modified by the duly authorised representatives of the Parties.
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 representative on its behalf.
20. **No Waiver**
- No failure or delay by either Party in exercising any 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.

of any provision of this Agreement to be a waiver of any subsequent 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 Parties or by a duly authorised officer thereof, as appropriate.

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

22.2 Notices shall be deemed to have been given:

given:

22.2.1 when delivered to the recipient by a registered messenger or other messenger (including a courier) during the business hours of the recipient; or

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

22.2.2 when sent, by email or email and a successful transmission is generated; or

by email or email and a successful transmission is generated; or

22.2.3 on the fifth business day after mailing, if mailed by national ordinary mail; or

by national ordinary mail; or

22.2.4 on the tenth business day after mailing, if mailed by airmail, postage prepaid; or

by airmail, 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.

be addressed to the most recent address, facsimile number or email address notified to the other Party.

23. **Third Party Rights**

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

it does not give rise to any rights or obligations 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 it 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.

claim between the Parties relating to all matters and obligations arising out of or in connection with it shall be referred to and determined by the courts within the jurisdiction of the courts of England and Wales.

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

Authorised Signature

Date: \_\_\_\_\_

SIGNED for and on behalf of the [\_\_\_\_\_] [Agent] [Broker] by:  
<<Name and Title of person signing [\_\_\_\_\_] [Consultant] [Agent] [Broker]>>

\_\_\_\_\_  
Authorised Signature

Date: \_\_\_\_\_

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### **The Confidential Information**

<<Insert outline description and amount of Confidential Information to be disclosed by the Company to the [Contractor] [Contractor] >>

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**[The Services**

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

**OR**

**[The Services**

<<Attach a copy of the agreement between the [Contractor] [Agent] [Broker] under which the [Contractor] [Agent] [Broker] is to provide the Services>>]

which the Confidential Information is to be disclosed and the ways in which the Confidential Information [Consultant] [Agent] [Broker] may use the Confidential Information>>

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

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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 the Territory to be provided or remove this schedule, adjusting the numbering of the remaining schedules>>

the Services are to be provided or remove this schedule, adjusting the numbering of the remaining schedules>>]

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