

## Non Disclosure Agreement

I shall not, during my involvement or after, use for my own benefit or gain, or divulge to any person(s), firm, company or other organisation whatsoever any confidential information belonging to {{business name}} or relating to its affairs or dealings.

All confidential records, documents and other papers, and any other confidential information, together with copies or extracts thereof, made or acquired by me during my involvement shall be the property of {{business name}} and must be returned to {{business name}} on the termination of my involvement.

“Confidential Information” shall include all information, which has been specifically designated as confidential by {{business name}}, and any information, which related to the commercial and financial activities of {{business name}}. It does not extend to information already in the public domain unless such information arrived there by unauthorised means.

I undertake that during and after the period of my employment, except in the proper course of trade duties or as permitted by {{business name}}, I will not divulge to any person or use any trade secret or any confidential information concerning:

- The business, financial arrangements or position of {{business name}} or its clients;
- Any of the dealings, transactions or affairs of the business of {{business name}} or its clients.

I undertake that during my period of involvement to use my best endeavours to prevent the publication, use or disclosure of any trade secrets of confidential information referred to above.

Upon the termination of my involvement, I will not represent myself as being in any way connected with or interested in the business of {{business name}} and its clients.

Signed: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Witness: \_\_\_\_\_

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