Non-disclosure agreement template

CONTRACT TEMPLATE

Check this template against your local regulations and your own policies before you use it.

This non-disclosure agreement is made on date between first party's legal name of address and second party's legal name of address (each a Party).

1. Purpose

The Parties will share confidential information to the purpose, e.g. discuss a possible partnership (the Purpose).

2. Confidential information

Confidential information is any information one Party (the Discloser) gives the other (the Recipient) for the Purpose that is marked confidential or that a reasonable person would see as confidential, such as plans, prices, client and staff details, systems and know-how.

3. What the Recipient must do

The Recipient will keep the confidential information confidential, use it only for the Purpose, and protect it at least as carefully as its own.

The Recipient may share it only with its staff and advisers who need it for the Purpose and are bound to keep it confidential. The Recipient is responsible for them.

4. Exceptions

This agreement doesn't cover information that is or becomes public through no fault of the Recipient, that the Recipient already had or developed on its own, or that it received from someone free to share it.

The Recipient may disclose information the law or a court requires, after telling the Discloser where it lawfully can.

5. How long it lasts

The duties in this agreement last for number years from the date above, and for trade secrets, for as long as they stay secret.

6. Returning information

When the Discloser asks, or the Purpose ends, the Recipient will return or delete the confidential information, except copies it must keep by law.

7. General

Sharing information doesn't give the Recipient any ownership of it or licence to it, and doesn't commit either Party to a further deal.

Each Party may ask a court to stop a breach, as well as any other remedy.

This agreement is governed by the law of country, state or province.

Signatures

Signed for the first party

Signature _____ Name _____ Title _____ Date _____

Signed for the second party

Signature _____ Name _____ Title _____ Date _____