

# Freelancer Confidential Information Agreement

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

To: [Freelancer's Name]

[Freelancer's Address]

Dear [Freelancer's Name],

This Confidential Information Agreement (the "Agreement") is entered into between [Your Company Name], located at [Your Company Address] (the "Disclosing Party"), and you, [Freelancer's Name] (the "Receiving Party"), collectively referred to as the "Parties." This Agreement is effective as of the date first written above.

## 1. Definition of Confidential Information

For purposes of this Agreement, "Confidential Information" means any data or information that is disclosed by the Disclosing Party to the Receiving Party, including but not limited to business plans, strategies, customer information, financial data, and any proprietary information.

## 2. Obligations of the Receiving Party

The Receiving Party agrees to:

- Keep the Confidential Information confidential and not disclose it to any third parties without the Disclosing Party's prior written consent.
- Use the Confidential Information solely for the purpose of performing services for the Disclosing Party.
- Take all reasonable steps to protect the confidentiality of the Confidential Information.

## 3. Exclusions

The obligations of confidentiality do not apply to information that:

- Is or becomes publicly known through no fault of the Receiving Party;
- Is disclosed to the Receiving Party by a third party without restriction;
- Is independently developed by the Receiving Party without use of the Confidential Information.

## 4. Term

This Agreement shall remain in effect for a period of [two (2) years] from the date hereof.

## **5. Governing Law**

This Agreement shall be governed by the laws of [State/Country].

IN WITNESS WHEREOF, the parties hereto have executed this Confidential Information Agreement as of the date first above written.

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[Your Name]  
[Your Title/Position]  
[Your Company Name]

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[Freelancer's Name]