

Confidential Information Handling Guidelines

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Name],

As a valued partner of [Your Company Name], it is crucial that you understand our guidelines regarding the handling of confidential information. This letter outlines the key points you are required to adhere to while collaborating with us.

1. Definition of Confidential Information

Confidential information includes, but is not limited to, any data or information identified as confidential by [Your Company Name], trade secrets, client details, pricing information, and any proprietary information disclosed in the course of our business relationship.

2. Obligations of Vendors

- Maintain the confidentiality of all sensitive information obtained from [Your Company Name].
- Restrict access to confidential information to only those employees who need it for their job functions.
- Implement reasonable security measures to protect confidential information from unauthorized access, destruction, or alteration.
- Notify [Your Company Name] immediately in the event of any breach of confidentiality.

3. Return or Destruction of Information

Upon termination of our agreement or upon request, all confidential information must be returned to [Your Company Name] or destroyed, with a written confirmation of such destruction.

4. Acknowledgment

By continuing to engage with [Your Company Name], you agree to comply with these guidelines and understand the importance of safeguarding confidential information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]