

Vendor Information Protection Arrangement

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We are writing to formalize our agreement regarding the protection of information shared between [Your Company Name] and [Vendor Name]. This arrangement is intended to ensure the confidentiality, integrity, and security of any sensitive information exchanged during our business relationship.

1. Definition of Confidential Information:

For the purposes of this arrangement, "Confidential Information" shall include all non-public information disclosed by either party, whether in written, electronic, or oral form.

2. Obligations of the Parties:

- Both parties agree to protect the Confidential Information with the same degree of care that they use to protect their own confidential information.
- Neither party shall disclose Confidential Information to any third party without the prior written consent of the other party.

3. Duration of Obligations:

The obligations of confidentiality under this arrangement shall remain in effect for a period of [Insert Duration] following the termination of this agreement.

4. Governing Law:

This arrangement shall be governed by the laws of [Insert Jurisdiction].

By signing below, both parties acknowledge and agree to the terms of this Vendor Information Protection Arrangement.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]
[Your Contact Information]

Agreed and Accepted by:

[Vendor Name]
[Vendor Contact Name]
[Title]
[Date]