Vendor Proprietary Information Safeguard Agreement

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We appreciate the continued partnership between [Your Company Name] and [Vendor Name]. As part of our commitment to safeguarding proprietary information, we would like to outline our guidelines regarding the protection of sensitive data exchanged during our collaboration.

1. **Definition of Proprietary Information:** Proprietary information refers to any data that is owned or controlled by [Your Company Name] and is not publicly available, including trade secrets, financial data, and operational processes.

2. **Confidentiality Obligations:** [Vendor Name] agrees to maintain the confidentiality of proprietary information and shall not disclose it to any third party without prior written consent from [Your Company Name].

3. **Data Protection Measures:** [Vendor Name] shall implement rigorous security protocols to protect proprietary information, including restriction of access and secure data storage.

4. **Return or Destruction of Information:** Upon termination of our engagement, [Vendor Name] agrees to return or destroy all proprietary information as per our agreement.

We appreciate your understanding and cooperation in maintaining the highest standards of confidentiality and data protection. Please sign below to acknowledge your agreement to these terms.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Agreement Acknowledgment

By signing below, [Vendor Name] agrees to the terms outlined above.

_____ **Signature**

_____ **Name**

_____ **Position**

_____ **Date**