

Confidentiality Agreement

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

This letter serves to outline our mutual agreement regarding confidentiality and data handling practices related to the information and materials exchanged between [Your Company Name] and [Supplier's Name].

Confidentiality Obligations

1. All information exchanged shall be treated as confidential and shall not be disclosed to any third party without prior written consent from the disclosing party.
2. Both parties agree to implement reasonable security measures to protect the confidential information from unauthorized access or disclosure.

Data Handling Practices

1. Data shall be accessed and processed only by authorized personnel who require it for their work.
2. Any data retention and deletion policies will be followed in compliance with applicable laws and regulations.

By signing this letter, you acknowledge and agree to abide by the terms outlined herein.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Agreed and Accepted by:

[Supplier's Contact Name]

[Supplier's Position]

[Supplier's Company Name]