

Confidentiality Agreement

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Date]

[Partner's Name]

[Partner's Company Name]

[Partner's Company Address]

[City, State, Zip Code]

Subject: Data Confidentiality Protocols

Dear [Partner's Name],

We are pleased to proceed with our partnership and would like to outline our data confidentiality protocols to ensure the protection of sensitive information shared between our entities.

1. Definition of Confidential Information

Confidential Information includes any data or information disclosed by either party that is marked as confidential or should reasonably be considered confidential.

2. Obligations of Both Parties

- Both parties shall maintain the confidentiality of all Confidential Information.
- Confidential Information shall not be disclosed to any third party without prior written consent.
- Access to Confidential Information shall be restricted to authorized personnel only.

3. Duration of Confidentiality

The obligations of confidentiality shall remain in effect for [duration, e.g., two years] from the date of disclosure.

4. Exceptions

The obligations will not apply to information that is publicly available, independently developed, or disclosed under the authority of law.

We appreciate your commitment to uphold these protocols and protect our mutual interests. Please confirm your acceptance by signing below.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted by:

[Partner's Name]

[Partner's Job Title]

[Partner's Company Name]

[Date]