

# Client Confidentiality Agreement

Date: [Insert Date]

To: [Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

This letter serves as a formal agreement regarding the confidentiality of information shared between [Educational Institution Name] and [Client Name] during the course of our educational services.

## 1. Definition of Confidential Information

For the purposes of this agreement, "Confidential Information" refers to all information shared by [Client Name] related to personal, academic, and health records, which is not publicly available.

## 2. Obligations of Confidentiality

[Educational Institution Name] agrees to:

- Keep all Confidential Information secure and protected from unauthorized access.
- Not disclose any Confidential Information to any third parties without prior written consent from [Client Name].

## 3. Duration of Agreement

This agreement shall remain in effect until the information ceases to be confidential or until terminated by mutual consent.

## 4. Governing Law

This agreement shall be governed by the laws of the State of [State].

By signing below, both parties agree to the terms outlined in this Client Confidentiality Agreement.

Sincerely,

[Your Name]

[Your Title]

[Educational Institution Name]

[Contact Information]

## **Agreement Acknowledgment**

---

Client Signature

Date: \_\_\_\_\_