

# Internal Staff Confidentiality Contract

This Confidentiality Contract (‘‘Agreement’’) is made between:

- **Employer:** \_\_\_\_\_
- **Employee:** \_\_\_\_\_

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

## 1. Purpose

The purpose of this Agreement is to protect all confidential information or proprietary data (‘‘Confidential Information’’) received or accessed by the Employee during the course of employment.

## 2. Confidential Information

‘‘Confidential Information’’ includes, but is not limited to: business strategies, financial information, client details, internal policies, and other non-public data.

## 3. Obligations

- Employee shall not disclose Confidential Information to any third party.
- Employee agrees to use Confidential Information solely for work-related purposes.
- Employee will take reasonable steps to protect and prevent unauthorized disclosure.

## 4. Duration

This Agreement is effective during and after the term of employment, continuing for a period of \_\_\_\_\_ years after termination.

## 5. Return of Materials

Upon termination, Employee will return or destroy all documents containing Confidential Information.

## 6. Breach

Any unauthorized disclosure may result in disciplinary action, including legal remedies.

## 7. Acknowledgement

By signing below, the Employee acknowledges understanding and acceptance of this Agreement’s terms.

Employer's Name:	_____	Date:	_____
Employer's Signature:	_____		
Employee's Name:	_____	Date:	_____
Employee's Signature:	_____		