

# Personnel Confidential Information Protection Agreement

This Personnel Confidential Information Protection Agreement ("Agreement") is entered into by and between:

**Company Name:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

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

## 1. Definition of Confidential Information

For purposes of this Agreement, "Confidential Information" includes all non-public information, in any form, relating to the Company's business, operations, and personnel, which the Employee receives or accesses in connection with their employment.

## 2. Obligation of Confidentiality

- The Employee shall not disclose Confidential Information to any third party without the prior written consent of the Company.
- The Employee shall protect Confidential Information from unauthorized access, use, or disclosure.
- These obligations apply during and after the term of employment.

## 3. Exclusions

This Agreement does not apply to information that:

1. Is or becomes publicly available through no fault of the Employee.
2. Is lawfully received from another source without restriction and without breach of this Agreement.
3. Is required to be disclosed by law or regulatory authority, provided the Employee notifies the Company in advance.

## 4. Return of Materials

Upon termination of employment, the Employee shall promptly return all materials containing Confidential Information.

## 5. Acknowledgment

The Employee understands and agrees to the terms of this Agreement and acknowledges that unauthorized disclosure may result in disciplinary action, termination, and/or legal liability.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date