

The Data Entry Company Confidentiality Agreement

To: _____ Tax Identification Number: _____
Name of Contractor

All Corporations have information not generally known outside of the Corporation called "confidential information." All Corporations must conduct their business through their Independent Contractors and consequently many Contractors must have access to confidential information. At times the Contractors himself/herself may generate confidential information as part of the job.

Confidential information, as used in this Agreement, comprises any technical, economic, financial, marketing or other information which is not common knowledge among competitors or other corporations who may like to possess such confidential information or may find it useful. Some examples might be items in research of development, scientific studies or analyses, details of training methods, new products or new uses for old products, refining technology, merchandising and selling techniques, list of customers and contacts, contracts and licenses, purchasing, accounting long-range planning, financial plans and results, etc. This list is merely illustrative and confidential information is not limited to the illustrations.

The Data Entry Company requires you not to disclose to others outside of the Corporation, or to use for yourself or others, any confidential information, which you may originate or acquire while the Corporation contracts you, until this information becomes generally available outside the Corporation. Exception to this requirement may be made only with Corporation permission in writing. This requirement is not limited in time to the duration of your Contract but extends after your contract, irrespective of the reason of its termination.

The Corporation also requires that if you are requested to remove any records, during your Contract period, you will be held fully accountable for any items removed. During the time you have these items within your possession you may not discuss or disclose any information on the documents with any other persons or corporation.

I read and understand the above, and in consideration of my Contract Agreement in any capacity with The Data Entry Company (hereinbefore referred to as the Corporation), and of the salary of wages paid for my services in the course of such employment, I agree to abide by the above requirement. Any violation of this constitutes a breach of trust and will result in my termination of my Contract Agreement.

Contractor Signature

Date