

HireATypist will adhere to the following wording. If required we will sign and send you a copy of this for your records.

Confidentiality Agreement

The parties to this agreement are HireATypist, whose office is situated at [Address of HireATypist] and [Client's Name] whose residence is situated at [Client's Address]

HireATypist confirm that:

We will not divulge information howsoever learned about The Client's clients, The Client's associates or The Client's client's associates to the press or any party that may result in information being passed to the press in any country.

We will not divulge information howsoever learned about clients, The Client's associates or The Client's client's associates to any other competitor of The Client, The Client's associates or The Client's client's associates or party likely to do so.

We will take reasonable care of any information so obtained and held or transmitted by them on hard copy or digital format such that it is not readable in the public domain and will not end up in the public domain.

Any subcontractor used by HireATypist to carry out work on behalf of The Client will be required to sign similar undertakings.

Signed on behalf of HireATypist by

[Staff Member's Name] - Owner
HireATypist