

## CONFIDENTIALITY AGREEMENT

### THIS AGREEMENT IS BETWEEN:

HireATypist (The company) and

[employee name] (The employee)

This agreement was made on [dd/mm/yyyy]

### WHERE:

(i) HireATypist agrees to allow the employee access to confidential information outlined below:

*Any data or information emailed, posted, faxed or handed to HireATypist by clients or business partners that requires formatting, typing, scanning, copying or any other nature of business which HireATypist agrees to undertake for it's clients.*

(ii) Strictly for the purpose of:

*Carrying out jobs and completing any required work for and on behalf of HireATypist and its clients. This work may take the form of scanned documents, hand written documents, typed documents, audio files and any other format used by HireATypist and it's clients.*

(iii) The employee agrees to use the confidential information strictly for the above purpose and to hold all information confidential during and after use.

### IT IS FURTHER AGREED THAT:

(a) HireATypist will allow the employee access to the above confidential information and will allow suppliers, employees, customers or representatives to offer further confidential information to the employee if necessary.

(b) The employee will hold all confidential information secret and will not disclose any confidential information to other employees, consultants or third parties under ANY circumstances UNLESS HireATypist has given prior consent.

(c) The employee will not make any copies or records of the confidential information without the prior consent of HireATypist.

(d) The employee must return the confidential information in its entirety when prompted by HireATypist.

(e) The employee understands that if they breach the agreement, HireATypist will be entitled to apply for injunctive relief and will claim for damages of breach.

(f) The employee will not disclose the confidential information to anyone after their employment has been terminated at HireATypist.

I AGREE TO THE TERMS & CONDITIONS OF THE CONFIDENTIALITY AGREEMENT

**Signed for and on behalf of the HireATypist:**

Signature .....

Position: Business Owner

Dated:

**In the presence of (WITNESS):**

Name:

Address:

Occupation:

Dated:

**Signed for and on behalf of the FREELANCE TRANSCRIPTIONIST:**

Signature .....

Position: Freelance Transcriptionist

Dated:

**In the presence of (WITNESS):**

Name:

Address:

Occupation:

Dated: