



# Non-disclosure agreement

**Date: 5 March 2015**

**Between us Nineteen Feet Limited and you [name]**

## Summary

In short; neither of us will share any confidential information about each other, by any means, with anyone else.

## What is confidential information?

It's anything we write or say to each-other in person, a phone call, chat window, email or by any other method. It might relate to a project, be about our businesses or something technical like a password. Nothing's excluded. If we share it, it's covered.

We'll both keep shared information to ourselves and we won't use it except for the reason it was shared. We'll take every step to make sure it stays confidential too. We'll keep confidential information safe and secure. This includes keeping files, access to online systems and any user names and passwords in such a way that they can't fall into the wrong hands.

If we think that there's even a possibility that any confidential information might have been compromised, we agree to tell each other right away so we can take all necessary steps to protect ourselves. We also agree to help each other to resolve any problems that might arise if confidential information is compromised.

When this agreement ends, we'll return, throw-away or delete any materials, physical or digital and get rid of any copies that we may have.

## What can we say?

This agreement doesn't apply to any information that's already in the public domain or that might become public by any other means. Although we hope that it will never happen, it also does not cover a situation where either of us are required by law to disclose it.

## How long does this agreement last?

Unless we've agreed otherwise — e.g within a separate contract — this agreement lasts for five years from the end of our relationship together. On or before that termination date, either of us can then specify items of confidential information that must never be disclosed, for example a password or information about a project or our business.

## The small print

We can't transfer this contract to anyone else without permission. If, for some reason, one part of this NDA becomes invalid or unenforceable, the remaining parts of it remain in place. Although the language is simple, the intentions are serious and this contract is a legal document under exclusive jurisdiction of English and Welsh courts.

## The dotted line

Signed by and on behalf  
of Nineteen Feet Limited:

Signed by and on behalf of:  
of [name]:

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Date: .....

Date: .....