

Basic Confidentiality Agreement Form for Employees

This **basic confidentiality agreement form** sample for employees outlines the essential terms to protect sensitive company information. It ensures that employees understand their obligation to keep proprietary data secure during and after their employment. Using this form helps maintain trust and safeguard intellectual property effectively.

1. Confidential Information

The employee acknowledges that during the course of employment, they may have access to information that is confidential and proprietary to the company, including but not limited to: business plans, trade secrets, client lists, financial data, technology, processes, and other sensitive information ("Confidential Information").

2. Non-Disclosure Obligations

The employee agrees to not disclose, share, or use any Confidential Information for any purpose other than in the course of their employment with the company, both during and after employment, unless otherwise authorized in writing by the company.

3. Exclusions

This agreement does not apply to information that:

- Is or becomes public knowledge through no fault of the employee;
- Is lawfully received from another source without a confidentiality obligation;
- Is independently developed without using the company's Confidential Information.

4. Return of Materials

Upon termination of employment, the employee agrees to return all documents, data, and other materials containing Confidential Information to the company.

5. Legal Remedies

The employee acknowledges that any breach of this agreement may result in legal action and agrees that the company is entitled to seek remedies including injunctive relief and damages.

6. Acknowledgement

By signing below, the employee affirms understanding of the confidentiality obligations and agrees to abide by the terms outlined in this agreement.

Employee Name: _____

Signature: _____

Date: _____

Company Representative: _____

Signature: _____

Date: _____