

Confidentiality Agreement Form for New Hires

The **HR onboarding confidentiality agreement form** sample ensures new hires understand their obligation to protect company information. This document is essential in maintaining data security and trust during the onboarding process. It clearly outlines the confidentiality expectations and legal responsibilities of employees.

Employee Information

Name: _____

Department: _____

Start Date: _____

Purpose

This agreement is entered into between the Employee named above and **[Company Name]** to ensure that all proprietary, confidential, and sensitive information remains protected throughout and following the course of employment.

Confidential Information

For purposes of this agreement, "Confidential Information" includes, but is not limited to:

- Business strategies, financial data, and plans
- Customer and vendor information
- Trade secrets, inventions, and intellectual property
- Employee data and internal communications
- Any non-public information learned as part of your employment

Non-Disclosure

The employee agrees not to disclose, copy, or use any Confidential Information except as required to perform their job duties. Disclosure of Confidential Information to third parties is strictly prohibited unless expressly authorized in writing by the company.

Return of Property

Upon termination of employment, the employee shall immediately return all documents, devices, or materials that contain or reference any Company Confidential Information.

Legal Responsibility

Any violation of this agreement may result in disciplinary action, up to and including termination, and may subject the employee to civil or criminal liability.

Acknowledgement & Signature

By signing below, I acknowledge that I have read, understood, and agree to comply with all terms stated in this Confidentiality Agreement.

Employee Signature: _____

Date: _____

HR Representative:

Date: