

Confidentiality Agreement Form Sample for Interns and Trainees

A **confidentiality agreement form sample** for interns and trainees ensures the protection of sensitive company information during their training period. This legal document outlines the responsibilities and obligations regarding confidentiality, preventing unauthorized disclosure. It is essential for maintaining trust and securing proprietary data within internship programs.

Confidentiality Agreement

This Confidentiality Agreement ("Agreement") is entered into as of [Date], by and between [Company Name] ("Company") and [Intern/Trainee Name] ("Intern/Trainee").

1. Definition of Confidential Information

For purposes of this Agreement, "Confidential Information" includes all non-public information disclosed by the Company to the Intern/Trainee, whether verbally, electronically, or in writing, including but not limited to trade secrets, business strategies, customer lists, financial data, or technical data.

2. Obligations of Intern/Trainee

- The Intern/Trainee shall not disclose, publish, or otherwise reveal any Confidential Information to any third party without the Company's prior written consent.
- The Intern/Trainee agrees to use the Confidential Information solely for purposes of fulfilling their training or internship duties.
- Upon termination of the internship or training, the Intern/Trainee shall return or destroy all materials containing Confidential Information.

3. Exclusions

Confidential Information does not include information that: (a) is or becomes public knowledge through no fault of the Intern/Trainee; (b) is lawfully obtained from a third party without breach of this Agreement; or (c) is independently developed by the Intern/Trainee without use of the Confidential Information.

4. Duration

The terms of this Agreement shall remain in effect during the internship or training period and for a period of [One year] following its conclusion.

5. General Provisions

- This Agreement does not grant any rights regarding patents, copyrights, or trademarks.
- Any breach of this Agreement may result in disciplinary action, up to and including termination of internship/training and possible legal action.

6. Acknowledgement

By signing below, the Intern/Trainee acknowledges understanding and acceptance of the terms of this Confidentiality Agreement.

Intern/Trainee Name & Signature _____ Date _____

Company Representative & Signature Date _____

This sample confidentiality agreement is provided for general reference. Consult legal counsel before use.