

# Confidentiality Agreement

Confidential information, obligations & signatures

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This Confidentiality Agreement is made between the Disclosing Party and the Receiving Party named below. The Receiving Party agrees to keep the confidential information defined here private and to use it only for the stated purpose. Confidentiality terms vary by state — replace this placeholder with wording reviewed by your attorney for your situation.

## Parties

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**Disclosing party name**

**Receiving party name**

**Disclosing party address**

**Receiving party address**

## Definition of confidential information

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Describe exactly what is protected — records, financials, designs, personal data, and anything marked confidential.

**Confidential information**

## Obligations & permitted disclosures

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**Obligations of the receiving party**

**Permitted disclosures (e.g., required by law)**

**Purpose of the disclosure**

## Term

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**Term / duration**

**Effective date**

**Signatures**

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Both parties sign and date. Include printed names.

**Disclosing party signature**

**Date**

**Printed name**

**Receiving party signature**

**Date**

**Printed name**