

MM&B Studio
29 High Street, Buxton,
Derbyshire, SK17 6HA

16 Leather Lane,
London EC1N 7SU

01298 600 377
www.mmandbstudio.co.uk

Company Representatives
Simon and Nicola Mason
nicola@mmandbstudio.co.uk
simon@mmandbstudio.co.uk



MM&B STUDIO

Example Non Disclosure Agreement

Prepared for:

Prospective Clients
Company Name

Issued:
24/03/2017

Valid For:
One Year

Statement of Confidentiality

This non disclosure agreement and supporting materials contain confidential and proprietary business information of Mason Mason and Bowyer Ltd (Trading as MM&B Studio). These materials may be printed or photocopied for use in evaluating the proposed project, but are not to be shared with other parties.



Document Summary

Between us Mason Mason and Bowyer LTD and you [Legal Entity].

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

What's confidential information?

It's anything we write or say to each-other in 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 any materials, physical or digital and delete any copies that we may have.

So what can we say?

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

How long does this agreement last?

Unless we've agreed otherwise — for example within a separate contract — this agreement lasts for one year from the last signature date down below. On or before that termination date, either of us can then specify items of confidential information that must never be disclosed. These might include a password or information about a project or our business.



But where's all the horrible small print?

Just like a parking ticket, we can't transfer this contract to anyone else without permission. If, for some reason, one part of this contract 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 Simon Mason of Mason Mason and Bowyer LTD - Date:

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Signed by [Client Name] on behalf of [Client Company] - Date:

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Document produced 24th March 2017.

Everyone should sign above and keep a copy for their records.