

Example non-disclosure agreement

Full Name in Block Letters

I,

Date of Birth

Born on:

At:

Full Residential Address

Of:

Name of organisation/company/agency

Employed by:

Being a person who has agreed to receive official or protectively marked information from:

Name of agency providing protectively marked information

1. undertake to:

- (a) preserve the confidentiality/secretcy of the information entrusted to me
- (b) not disclose, publish or communicate such information to any person, inside or outside, my organisation/company/agency, except to senior managers who have a need-to-know such information and, in regards to protectively marked information, have the appropriate security clearance
- (c) ensure that any body to whom I provide the information is made aware of the conditions under which this information is communicated and of the fact that the confidentiality/secretcy of the information must be maintained
- (d) *if required*, undergo a security clearance vetting process by the NZSIS and understand my ongoing employment may be conditional on a favourable outcome of that vetting process.

2. Further, I acknowledge that I have received a security briefing on my responsibility to protect the information, including the correct methods for storage, handling and dissemination.

Signature

Date

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Witness Signature

Witness Name and Address

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