



CONFIDENTIALITY AGREEMENT

Center for Business Outreach
Business & Economics Dept.

This form may be used by any student communicating with companies, organizations or professionals for classroom related projects. It is essential for all to understand the complexity of confidentiality...whether working directly with business owners or asking for information from other types of professionals such as CPAs, lawyers, realtors, non-profits, resource agencies, etc.

I acknowledge information provided by real businesses or organizations are extremely confidential; and **no information** will be disclosed without written permission from the source. This includes conversations with friends, family, colleagues and/or competitors. It is understood some discussion with potential vendors, business owners, consultants, professors, classmates, etc. may be necessary in the course of this project and I will ask each person or agency for guidance as to how much information may be disseminated.

Confidential information includes (*but is not limited to*):

Client and vendor information	Entrepreneurial efforts / ideas
Company names and logos	Products or services
Proprietary information	Procedures, processes or systems
Information shared of a competitive nature	Personal or company financial data
Marketing or social media strategies	Employee names and contact info
Financial condition of company	Problems or issues within company

*If I have prior knowledge or a relationship with the company or organization, I will disclose this information to them.¹

*If I have worked for, are related to, or have a relationship with a **competitor**, I will disclose this information and notify the company or organization.²

Samples and/or materials provided by a company must be returned at the end of the class project.

Company/Organization Name and Contact: _____

Or ____ Working on Salve Related Project

Or ____ Creating own business or project

I have read this Agreement carefully. I understand the content and will abide by all the above information.

(Print Clearly) Student Name

Date

Student Signature

Course/Course #

¹ Prior knowledge of a company does not prohibit a student from working with a business. Full disclosure limits potential problems in the future.

² As long as the business owner is aware of the relationship and agrees to move forward with the project, students are not prohibited from working with them. Again, full disclosure and transparency should prevent misunderstandings or problems within the scope of this project.