**CONFIDENTIALITY AND NON-DISCLOSURE OF INFORMATION AGREEMENT**

COMPANY NAME contributes to the protection, confidentiality, and non-disclosure of any form of information that workers, suppliers, and customers provide, either orally, graphically, or in writing and, in the latter two cases, whether contained in any type of document, in order to make known their identity, address, age, marital status, and other documentation requested by the company in order to extend a contract to him/her or create any relationship of an employment nature, grant him/her some provision or any other formality specific to the company.

COMPANY NAME will only use the information provided for the purpose mentioned in the above stipulation, committing to maintain the strictest confidentiality with respect to such information, warning of such duty of confidentiality and secrecy to other employees, associates, and any person who, because of their relationship with the company, must have access to such information for the correct fulfillment of the company's obligations to the employee, supplier, and customer.

COMPANY NAME, the persons representing it and/or those in charge of safeguarding such information, may not reproduce, modify, make public, or disclose to third parties the information subject to this agreement without prior written and express authorization from the issuer.

COMPANY NAME shall take with respect to the information referred to in this agreement the same security measures that it would normally take with respect to its own confidential information, avoiding as far as possible its loss, theft, or abduction.

The obligation of confidentiality shall not apply in the following cases:

* Where the information is in the public domain at the time of its provision to the company or, once the information is provided, the company enters the public domain without breach of any of the provisions of this Agreement.
* Where the information is already in the company's knowledge prior to the signing of this agreement and without obligation to keep confidentiality.
* Where applicable law or an injunction requires disclosure. In that case, the company will notify the issuer of such an eventuality and will make every effort to ensure that the information is treated confidentially.

In the event that the information is revealed or disclosed or used by COMPANY NAME in any way other than the subject matter of this agreement, either intentionally or by mere negligence, the issuer shall indemnify the damages caused, without prejudice to civil or criminal actions that may correspond to the latter.

In case of any conflict or discrepancy that may arise in relation to the interpretation and / or compliance with this agreement, NAME OF THE COMPANY will be expressly submitted to the Courts and Tribunals of the State, waiving any other jurisdiction, applying the current legislation.

In City, State, \_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_

Name and signature of Company Representative

**Position Company Representative**