

Guidance Document and Non-Disclosure Agreement

This page contains a preamble and guidance. Please review before signing the Non-Disclosure Agreement (NDA) found on the following page.

What is an NDA?

An NDA embodies a promise that one or all of the signatory parties shall maintain secrecy of certain sensitive information. By signing an NDA, you promise not to divulge sensitive information to outsiders or 'third parties.' Usually, the NDA aims to ensure that specific business strategies, technical data, trade secrets, inventions, formulations or processes, or any other sensitive information are not 'leaked,' either intentionally or inadvertently, to competitors.

Why is it required?

Some partners enjoy the confidence-boost that an NDA can bring. This allows the partner to more openly discuss their proprietary or sensitive strategic information. Other partners absolutely need an NDA in order to secure investment; this is because some investors simply won't invest in projects that don't show a paper-trail of NDAs that bind all former developers to secrecy.

How to complete our student-partner NDA for in-class projects

- 1) Read the document. (The NDA is the one-page document below.)
- 2) Enter the start date and end date defining the term in which the agreement will be in effect. The end-date is determined in consultation with your applied research partner. Typical end dates are from 1 year to 5 years after the start date.
- 3) In the appropriate fields, fill out your name and address, your partner/partner name and address, the project name, your program name, and the partner name.
- 4) If you agree to abide by the terms of the agreement: sign the NDA; fill your printed name and the date of signature; obtain your partner's co-signature.
- 5) Make two copies of the fully-signed document, one for the partner and one to keep for your records.

For inquiries and questions, contact the applied research office at (613) 727-4723 x2429.

CONFIDENTIALITY AND MUTUAL NON-DISCLOSURE AGREEMENT

This agreement is effective from _____ (start date) to _____ (end date),

BETWEEN

(Partner name and address)

hereinafter referred to as the "Partner,"

AND

(Student name and address)

hereinafter referred to as the "Student."

The Student plans to undertake an applied research project named (Enter *Project Name*)

in cooperation with the Partner and under the auspices of the Algonquin College program (Enter
Program Name) _____.

For the time period specified above, the Student agrees to keep in strict confidence any Confidential Information that is identified as such by the Partner during the project. The Student agrees to take all reasonable precautions against unauthorized disclosure of the Confidential Information whenever possible. The Student will retain the right to publicly disclose his/his participation in the Project and to list general, non-confidential aspects of the project within their professional portfolio and within the context of their course work. This includes the presentation of the project during the Applied Research Day public event, with the proviso that any such disclosure respects confidentiality and is mutually agreed with the Partner. The Partner may request to review and approve any non-confidential disclosures.

FOR AND ON BEHALF OF "PARTNER"

Name: _____

Title: _____

Date: _____

FOR AND ON BEHALF OF "STUDENT"

Name: _____

Title: _____

Date: _____