**Non-Disclosure Agreement**

**OBJECTIVE:**

[Company Name] is committed to maintaining the confidentiality and security of sensitive information that is vital to our business success. The purpose of this Non-Disclosure Agreement (NDA) Policy is to establish guidelines for the proper handling, sharing, and protection of confidential information.

**SCOPE:**

This policy applies to all employees, contractors, consultants, vendors, and any other individuals or entities engaging in business activities with [Company Name]. It covers all forms of confidential information, including but not limited to trade secrets, business plans, financial data, customer information, and proprietary technologies.

**AUDIENCE:**

The audience or parties involved in a Non-Disclosure Agreement (NDA) typically consist of two main roles: the disclosing party and the receiving party. Here's an overview of these roles:

**Disclosing Party:**

This is the party that owns or holds the confidential information. The disclosing party is the entity or individual that wants to share sensitive information with another party but wishes to protect that information from unauthorized disclosure or use. The confidential information may include trade secrets, proprietary information, business strategies, intellectual property, or any other sensitive data.

**Receiving Party:**

This is the party that will receive the confidential information from the disclosing party. The receiving party may be an individual, a company, or an organization. The receiving party is obligated to keep the confidential information confidential and to use it only for the specified purposes outlined in the NDA.

**ROLES AND RESPONSIBILITIES:**

1. **Legal Department:**

* **Responsibility:** Drafting and Reviewing

1. **Management and Executives:**

* **Responsibility:** Decision-Making and Oversight

1. **Human Resources:**

* **Responsibility:** Employee Training and Compliance

1. **Employees and Contractors:**

* **Responsibility:** Handling Confidential Information

1. **Business Development and Sales Teams:**

* **Responsibility:** NDA Initiation

1. **IT and Security Teams:**

* **Responsibility:** Information Security

1. **Compliance and Auditing Teams:**

* **Responsibility:** Monitoring and Auditing

1. **Third-Party Representatives:**

* **Responsibility:** Adhering to NDA terms

**PRINCIPLES:**

* All employees and relevant parties must be able to identify what constitutes confidential information. This includes any data or materials that are not publicly available and are critical to our business operations.
* NDAs shall be utilized whenever confidential information is shared with external parties or individuals who are not part of the organization. The legal team should be consulted to ensure that NDAs align with the company's standards.
* NDAs should clearly define the scope of confidential information, the purpose of disclosure, and any restrictions on use and disclosure. Standardized templates approved by the legal department shall be utilized.
* Employees handling confidential information shall receive training on the importance of confidentiality, the use of NDAs, and the consequences of unauthorized disclosure or use.
* Any breach of an NDA will be treated seriously and may result in disciplinary action, termination of employment, or legal action, depending on the severity of the breach. The legal team will be involved in assessing and pursuing appropriate remedies.
* This policy will be periodically reviewed to ensure its effectiveness and relevance. Updates will be made as necessary to address changes in business practices, legal requirements, or other relevant factors.

**COMPLIANCE:**

All employees and relevant parties are expected to adhere to this policy. Failure to comply may result in disciplinary action, including termination of employment or legal consequences.