

# Employee Non-Disclosure Agreement

## I. Introduction

Data represents one of the most valuable assets for any organization. This agreement delineates our understanding of data usage and confidentiality as it relates your work with [Multimedia Content & Communications Ltd.](#)

## II. Definitions

*Client* refers to organizations or individuals who have contracted with or intend to contract with [Multimedia Content & Communications Ltd.](#) *Employee* refers to the individual employed by or serving as a contractor for [Multimedia Content & Communications Ltd., 3/11, Humayun Road, Block B, Mohammadpur, Dhaka-1207](#) refers to [MCC Ltd.](#)

## III. Data and Operational Information Usage

You have access to Client data and information about a Client's internal processes so that you can perform your job as it relates to that client. When you remove client data from a site, it is still the property of the client, and is to be treated as confidential.

You have access to [MCC Ltd.](#) data and information about [MCC Ltd.](#)'s internal processes, including analysis and design processes, so you can perform your work for [MCC Ltd.](#) Unnecessary or unauthorized discussion of confidential matters related to a client including client data, client operations, [MCC Ltd.](#) data, and [MCC Ltd.](#) operations are prohibited.

I have read and understand the Employee Non-Disclosure Agreement, and acknowledge that violations of this agreement may result in civil and/or criminal prosecution. I understand that this agreement is part of my employment record, and that [MCC Ltd.](#) will provide copies of this agreement to Clients upon request.

সাইদুর রহমান

Date: 20/06/20

Suny Md. Ashraf Khan  
CEO

for [Multimedia Content & Communications Ltd.](#)

Date: