**NON-DISCLOSURE AGREEMENT**

**(NAME OF INTERN),** (hereinafter referred to as “INTERN”), with address at **ADDRESS OF INTERN**, is hereby legally bound, consents, and accepts the following obligations, terms and conditions as set forth in this Agreement in consideration of being granted*conditional access* to certain information that is owned by, produced by, or in the possession of DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY; and in compliance with the requirements of DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY . (hereinafter referred to as “DICT”) regarding confidentiality, privacy and security of information:

1. As used in this Agreement, *information* refers to confidential and/or sensitive information in which the loss of, misuse of, or unauthorized access to or modification can adversely affect the *conduct of DICT’s programs*, or the *privacy* to which an individual is entitled. Confidential *information* is marked CONFIDENTIAL or unmarked CONFIDENTIAL but was declared confidential, and oral communications that have been declared CONFIDENTIAL by an Authorized Officer of DICT;
2. **(NAME OF INTERN)**. understands and accepts that by being granted conditional access to *information*, confidence and trust are placed by DICT and that **(NAME OF INTERN)**. is obligated to protect the *information* from unauthorized disclosure, in accordance with the terms of this Agreement and applicable laws, regulations, issuances and directives;
3. **(NAME OF INTERN)**. has been informed that unauthorized disclosure, unauthorized retention, or negligent handling of *information* confidential information by me, may deprive DICT, the rightful owner of the system of its intellectual property rights and could cause damage or irreparable injury to DICT or could be used to the undue and unethical advantage of another nation/s or people such as myself and the company;
4. **(NAME OF INTERN)**. shall not disclose or release *information* provided to them to anyone without proper authority or authorization from DICT. Should there be situations that warrant the disclosure or release of *information,* **(NAME OF INTERN)**. shall do so only upon obtaining written consent of DICT and in accordance with applicable laws, regulations or directives, and shall comply with any and all dissemination restrictions as required or relayed by the proper authority;
5. **(NAME OF INTERN)**. shall not alter or remove markings which indicate a category of *information* or require handling instructions from any materials that **(NAME OF INTERN)**. may come in contact with, unless such alteration or removal is authorized by DICT or consistent with applicable laws, regulations or directives;
6. Upon completion/termination of **(NAME OF INTERN)** internship program, **(NAME OF INTERN)**. shall return all *information* to which I have access or which are in my possession. Further, **(NAME OF INTERN)**. shall surrender promptly to DICT any documents whatsoever that are in my possession;
7. **(NAME OF INTERN)**. solemnly swear that any *information* given shall remain confidential even after the completion of the internship program itself;
8. **(NAME OF INTERN)**. shall not retain any documentation, source code or other *information* both in soft and hard copies used in this internship program;
9. **(NAME OF INTERN)**. shall not modify, reverse engineer, decompile or disassemble any subsystems, modules, and/or software program codes, and sell to any government or private entities later the outputs of this internship program;
10. **(NAME OF INTERN)**. shall promptly report to the appropriate DICT officials any loss, theft, misuse, misplacement, unauthorized disclosure, or other security violations in which **(NAME OF INTERN)**. have knowledge of and whether or not **(NAME OF INTERN)**. is personally involved.
11. Unless and until **(NAME OF INTERN)**. released in writing by the authorized personnel of the DICT, INTERN. understands that all conditions and obligations imposed by this Agreement apply during the time that **(NAME OF INTERN)**. is granted conditional access, and at all times thereafter;
12. **(NAME OF INTERN)**. is aware that violations of the terms and conditions of this Agreement may result in the cancellation of my conditional access to *information* or subjected to sanctions provided by pertinent laws and statutes of the Philippines

IN WITNESS WHEREOF, I have hereunto set my hand this **N**th day of **DATE** in the Laoag City Philippines.

**(NAME OF INTERN)**.

Affiant