

# Deed of Confidentiality Pro Forma

Local Government Victoria

Template





## Confidentiality agreement

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Contract Number: .....

### **Tender Bidder Confidentiality**

I hereby undertake to agree to:

1. maintain the confidentiality of the information to which I have access and take reasonable precautions to prevent its unauthorised dissemination or use.
2. not use any confidential information for purposes other than those necessary to perform function and shall not allow any other person access to the confidential information.
3. accept that this confidentiality agreement is binding.
4. treat as secret and confidential all confidential information to which I have access or which is disclosed to me.
5. not copy or reproduce the confidential information (in whole or part) without the approval of XXXXX city/shire council and will take all necessary precautions to prevent unauthorised access to or copying of the confidential information by any other person.
6. upon request, return any information supplied to myself.

Nothing in this agreement precludes me from disclosing any confidential information:

- if required under a biding order of a government agency or procedure for discover proceedings.
- if required under any law or administrative guidelines, directive, request or policy having the force of the law.
- which is in the public domain.
- with the prior written consent of the council's CEO.

Name: .....

Signature: .....