

# THE TRANSCRIPTION AGENCY

## **NON DISCLOSURE AGREEMENT**

This is an agreement entered into on \_\_\_\_\_ between the Parties \_\_\_\_\_ (“the  
[Insert date] [Insert Name]  
Recipient”) of \_\_\_\_\_  
[Insert full address]

and

**The Transcription Agency LLP (“TTA”)** a Limited Liability Partnership registered in England & Wales at Companies House under Registration Number OC419743 with registered offices at 24-28 High Street, Hythe, Kent CT21 5AT UK.

1. TTA intends to disclose information (the Confidential Information) to the Recipient for the purpose of carrying out transcription, translation, voiceovers or other services. (the Purpose). Examples of such Confidential information include, but are not limited to, –
  - (a) classified information i.e. Official, Restricted, Confidential, Secret and Top Secret which is sensitive, government information that requires protection from the public domain.
  - (b) technical information concerning TTA and its clients' products and services, including product/service know-how, formulas, designs, devices, diagrams, software code, test results, processes, inventions, research projects and product development, technical memoranda and correspondence;
  - (c) information concerning TTA and its clients' business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, market research, customer lists and customer/contact information, purchasing techniques, supplier lists and supplier information and advertising strategies;
  - (d) information concerning TTA and its clients' employees/contacts, including salaries, strengths, weaknesses and skills;
  - (e) information submitted by TTA and its clients' customers, suppliers, employees, consultants or co-venture partners for study, market research, evaluation or use; and
  - (f) any other information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect TTA and its clients' businesses.
2. The Recipient undertakes not to use the Confidential Information for any purpose except the Purpose, without first obtaining the written agreement of TTA.
3. The Recipient undertakes to keep the Confidential Information secure and not to disclose it to any third party unless authorised in writing by TTA. In this context 'Third Party' includes immediate family members.
4. The Recipient will not make use of any Confidential Information for their own purposes or in any way other than originally requested by TTA.
5. The undertakings in clauses 2 and 3 above apply to all of the information disclosed by TTA to the Recipient, regardless of the way or form in which it is disclosed or recorded but they do not apply to:
  - a) any information which is or in future comes into the public domain (unless as a result of the breach of this Agreement); or
  - b) any information which is already known to the Recipient and which was not subject to any obligation of confidence before it was disclosed to the Recipient by TTA.
6. Nothing in this Agreement will prevent the Recipient from making any disclosure of the Confidential Information as required by law or by any competent authority.
7. The Recipient will contact TTA immediately should they find that they are affiliated in any way with a person, persons, organisation or content identified in any Confidential Information.
8. The Recipient will, on request from TTA, return all copies and records of the Confidential Information to TTA and will not retain any copies or records, in any form, of the Confidential Information. In addition, the Recipient will return any software or equipment supplied by TTA for the Purpose.

24-28 High Street, Hythe, Kent, CT21 5AT, UK

Tel: (+44) 01303 230038

[office@thetranscriptionagency.com](mailto:office@thetranscriptionagency.com) [www.thetranscriptionagency.com](http://www.thetranscriptionagency.com)

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9. Neither this Agreement nor the supply of any information grants the Recipient any licence, interest or right in respect of any intellectual property rights of TTA except the right to copy the Confidential Information solely for the Purpose.
10. The undertakings in clauses 2, 3 and 4 will continue in force indefinitely.
11. This Agreement is governed by, and is to be construed in accordance with, English law. The English Courts will have non-exclusive jurisdiction to deal with any dispute which has arisen or may arise out of, or in connection with, this Agreement.
12. TTA's Privacy Policy detailing retention and deletion periods for personal data can be viewed at any time through a link found in the footer of their website [www.thetranscriptionagency.com](http://www.thetranscriptionagency.com).

I hereby acknowledge, by my signature below and submission of this form to TTA (verified by a suitable witness), that I understand and will comply with all terms and requirements outlined in this Non Disclosure Agreement.

Signed and Delivered as a Deed by:

In the presence of:

\_\_\_\_\_  
*[Name of recipient in block capitals]*

\_\_\_\_\_  
*[Name of witness in block capitals]*

\_\_\_\_\_  
*[Mobile number of recipient]*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*[Landline number of recipient]*

\_\_\_\_\_  
*[Address of witness]*

\_\_\_\_\_  
*[Email address of recipient]*

\_\_\_\_\_  
*[Relationship to Recipient]*

\_\_\_\_\_  
*[Signature of recipient]*

\_\_\_\_\_  
*[Signature of witness]*

\_\_\_\_\_  
*[Date]*

\_\_\_\_\_  
*[Date]*

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