

# Transcription For Everyone

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## CONFIDENTIALITY AGREEMENT

Transcription For Everyone (TFE) has a legal and ethical responsibility to protect the confidentiality of client information. As a TFE subcontractor, you will have access to privileged information and will have the critical responsibility of safeguarding this information at all times.

While subcontracting with TFE and for anytime thereafter, you shall not disclose to anyone any Confidential Information. For purposes of this Agreement, "Confidential Information" shall include any confidential, proprietary or trade secret information of TFE or any of its clients, including but not limited to business plans, customer lists, financial statements, and pricing information.

Any unauthorized disclosure or discussion of Confidential Information between you and anyone other than management of TFE is considered a serious violation of TFE policy and will result in immediate termination of your Independent Contractor Agreement with TFE and may result in legal action against you.

All security protocols will be strictly followed when transmitting documents, audio files, and information to and from you and TFE. Only those individuals authorized by TFE to transcribe, proofread or review materials are entitled to view or have access to such materials.

All work completed on behalf of any TFE client will be performed only by TFE subcontractors.

By signing below, you understand and agree that as a condition of your subcontractor status with TFE, you will not at any time, unless directed by TFE management, disclose any Confidential Information to any person whatsoever or permit any person whatsoever to view or make copies of any materials prepared by you, coming into your possession or under your control through TFE.

\_\_\_\_\_  
Subcontractor Signature

\_\_\_\_\_  
Transcription For Everyone

\_\_\_\_\_  
Printed Name

BY: \_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date