

ONE STOP WEB SYSTEMS

One Stop Web Systems Ltd

PO Box 39281
London SE3 9WY
0845 260 1064
www.OneStopWebSystems.com

Confidentiality Policy

22nd October 2007

Version 1

Abstract

Company-wide Confidentiality Policy

Document History

20 th October 2007	Phil Hanchet	First Draft
22nd October 2007	Phil Hanchet	Version 1, following review

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Introduction

This policy describes the company's ("OUR") approach to dealing with client's ("THE CLIENT"'s) confidential information ("INFORMATION"). It is designed to form the basis of a legal document to be signed by both parties prior to the commencement of work.

1. **WE** will undertake to use the same level of care as used with **OUR** own **INFORMATION** of a similar nature to keep confidential the **INFORMATION** received from **THE CLIENT**. All such **INFORMATION** shall be disclosed by **THE CLIENT** in writing and designation confidential or, shall be confirmed in writing and designated confidential within thirty (30) days after disclosure. Also other, written and/or non-written, statements that **WE** receive from **THE CLIENT**, or electronic data on **THE CLIENT'S** network, are considered to be confidential.
2. **WE** undertake to maintain the confidentiality of all unpublished **INFORMATION** made available, and likewise all **INFORMATION** regarding the interests and activities of **THE CLIENT** and affiliated organisations which have be learned as a result of this Agreement.
3. **WE** agree that **WE** will neither disclose the **INFORMATION** (except to employees or agents who have to know the **INFORMATION** for the purposes contemplated under this Agreement), nor use the **INFORMATION** received, for any other purpose than that contemplated under this Agreement.
4. Such **INFORMATION** shall not be considered confidential nor subject to this Agreement if it:
 - a. Was in **OUR** possession prior to the date of disclosure of such **INFORMATION** as evidenced by written documents;
 - b. Is or becomes publicly know through no fault of **US**;
 - c. Is supplied to **US** by a third party who is under no obligation to **US** and/or **THE CLIENT** to maintain such **INFORMATION** in confidence.
5. Neither this Agreement nor the disclosure by **THE CLIENT** hereunder shall be deemed by implication or otherwise to vest in **US** any rights in any current or future Patents or Trademarks of **THE CLIENT**.
6. The obligation of confidentiality, as set forth in this Agreement, shall extend to all affiliates of **THE CLIENT** and/or its employees

IN WITNESS WHEREOF, parties hereto have executed this Agreement as of this date

One Stop Web Systems Ltd	Phil Hanchet Director
Signed	

THE CLIENT	
Signed	

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