# APPENDIX 6: NON-DISCLOSURE AGREEMENT

You have been requested to be involved in [INSERT DETAILS] (the ‘Project’).

Humber and North Yorkshire ICB or other parties participating in the Project may provide you with, as part of your role in respect of the Project, access to certain confidential information relating to the Project (whether before or after the date of this letter), in writing, by email, orally or by other means (including from or pursuant to discussions with any other party or which is obtained through attendance at meetings related to the Project) and trade secrets including, without limitation, technical data and know-how relating to the Project, including in particular (by way of illustration only and without limitation) [EXAMPLES] and including (but not limited to) information that you may create, develop, receive or obtain in connection with your engagement on the Project, whether or not such information (if anything other than oral form) is marked confidential (the “Confidential Information”).

Accordingly, we draw to your attention that as part of your role for the ICB you are required to:

1. maintain the Confidential Information in the strictest confidence and not divulge any of the Confidential Information to any third party without the prior written permission of Humber and North Yorkshire ICB; and
2. not make use of, reproduce, copy, discuss, disclose or distribute the Confidential Information other than for use as part of your role in the Project.

The above obligations in respect of this Confidential Information are supplemental to any prior representation, understanding and commitment (whether oral or written) between us. The terms of this Letter can only be changed by a written document, agreed upon by both of us and signed by duly authorised persons. These provisions shall be governed and construed by English law.

Yours faithfully

# For and on behalf of

**NHS Humber and North Yorkshire ICB**

By signing this letter, you agree to comply with these terms

|  |  |
| --- | --- |
| Signed: |  |
| Date: |  |
| Print Name: |  |

Please return signed copy to the Governance Team.