**Appendix I**

**NON-DISCLOSURE AGREEMENT**

This Nondisclosure Agreement (the “Agreement”) is entered into by and between the College of Banking and Financial Studies (“Disclosing Party “) and

-------------------------------------------------------------- (“Receiving Party”)

For the purpose of preventing the unauthorized disclosure of Confidential Information as defined in CBFS IT Infrastructure Upgrade Request for Proposal (RFP). The parties agree to enter into a confidential relationship with respect to the disclosure proprietary and confidential information (“Confidential Information”).

1.   [Definition of Confidential Information](https://nondisclosureagreement.com/#Definition_of_Confidential_Information). For the purposes of this Agreement, “Confidential Information” shall include all information or material that has or could have value or other utility in the business in which Disclosing Party is engaged, including the RFP. If Confidential Information is in written form, the Disclosing Party shall label or stamp the materials with the word “Confidential” or some similar warning. If Confidential Information is transmitted orally, the Disclosing Party shall promptly provide a writing indicating that such oral communication constituted Confidential Information.

 2.   [Time Periods.](https://nondisclosureagreement.com/#Time_Periods) The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party’s duty to hold Confidential Information in confidence shall remain in effect until the Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement.

This Agreement shall be binding on the representatives, assigns and successors of such party. The party has signed this Agreement through its authorized representative.

**RECEIVING PARTY**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GSM No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Seal of Organization