

## Non-Disclosure Agreement

I \_\_\_\_\_, Al Yamamah University employee hereby confirm that I have been employed by Al Yamamah University in the position of \_\_\_\_\_ (second party) and I confirm that during my employment at the University, I will have access to information that is confidential in nature as detailed in this agreement.

Therefore, I hereby confirm that:

1. I will NOT use or exploit any of the confidential information that I may have access to as part of duties/task during my employment at the University.
2. I will NOT keep in my possession any documents original or copy during my tenure at the University, and will not photocopy any of the University's documents for my personal use without the written consent of the authorized person concerned at the University.
3. During my tenure at the university, I will NOT disclose, publish, distribute, circulate or copy any of the confidential information to any person unauthorized to access this information.
4. During my tenure at the University, I will NOT exploit or misuse the confidential information and/or documents for the purpose of causing harm/damage to the University.
5. I will NOT copy, paraphrase or summarize any of the University's documents and/or reports for personal or commercial use.
6. I understand that "confidential information" in this agreement refers to any written or oral information and any documents that I may possess or have access to as part of work tasks or through my relationships with clients or any persons concerned during my employment at the University.

**Date:**

**Signature:**