



## Confidentiality Agreement – Océan Communications

### Purpose.

The purpose of this Confidentiality Agreement is to protect the identity and privacy of our clients. Océan Communications occasionally encounters and gathers personal and sensitive information about our clients. It is very important to us to refrain from disclosing any information to third parties about our clients to avoid causing them any harm and we expect that our clients will do the same in regards to any sensitive and confidential information Océan Communications shares with them.

### Confidential Information.

Confidential client information will never be discussed in the presence of third parties, except under the Terms outlined below. Any files and/or documents containing confidential information will never be shared or released to third parties, except under the Terms outlined below.

Confidential information includes, but is not limited to, the following:

1. Identifying information about the client, including name, address or phone number;
2. Information relating to account log-in and passwords;
3. Accounting or financial information
4. Pricing and marketing strategies
5. Research and product development
6. Business & Strategic goals
7. Any other information that would identify the client or potentially place the client and/or family members at risk.

### Terms

By signing this Confidentiality Agreement, we both agree to the highest ethical standards and to abide by the following provisions:

1. All communications between Océan Communications and clients are confidential.
2. Océan Communications shall not disclose confidential information to a third party without the client's express consent to release such information.
3. The client shall not disclose any confidential or proprietary information in regards to Océan Communications to a third party without our consent to release such information.
4. I understand that my or Océan Communications' failure to abide by the terms of this Confidentiality Agreement may result in the termination of our contract and could result in legal proceedings.

I, \_\_\_\_\_(client, print name), have read the above Confidentiality Agreement and understand its terms and my responsibilities as a client.

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Signature of Océan Communications

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date