

Dear .....

I write to record our agreement concerning confidentiality of your propriety information.

- 1 In consideration of your engaging Direct Mail Corporation (DMC) to perform certain data processing functions DMC, agree to undertake, for the term of our agreement and at all times thereafter,(a) not to disclose, communicate to or otherwise place at the disposal of any third party, and to keep in the strictest of confidence, all of the information relating to .....including personal or financial affairs as recorded or evidenced by written, electronic or other means which may come into our procession, custody or control in performing the services. (“the Information”)
- 2 DMC further agree and undertake:
  - a) That the Information shall be used only for the proper performance of our services on your instructions and for no other purposes;
  - b) To take or cause to be taken all reasonable precautions to keep the Information confidential and prevent unauthorised disclosure or use thereof.
- 3 DMC will not disclose the Information to our agents or contractors without prior approval and not without having first obtained from such agents or contractors a separate written agreement binding them to the same obligations of confidence as we are bound by this Agreement, and we will promptly provide you with executed copies of each separate agreement upon request.
- 4 DMC acknowledge the exclusive right of .....to all propriety rights in the Information and further acknowledge that nothing in the Agreement nor our performance of any services shall be constructed as granting or giving rise to any propriety interest on our part in the Information.
- 5 DMC shall promptly upon request, return to .....all Information, which is in a physical form or record or stored by electronic means or otherwise including copies thereof at a charge.
- 6 ..... agree to undertake that as a result from this process that the information supplied by DMC will not be communicated in any form to any of our competitors, or as in 1(a).

Please indicate your agreement of these terms and conditions by signing below.

**SIGNED** for and on behalf of  
**DIRECT MAIL CORPORATION**

**SIGNED** for and on behalf of