

## Confidentiality agreement for OFNZ member attending an NCC meeting

TERM	MEANING
<b>Member:</b>	Full name: <input style="width: 390px; height: 25px;" type="text"/> OFNZ number: <input style="width: 130px; height: 25px;" type="text"/> Phone: <input style="width: 270px; height: 25px;" type="text"/> Email: <input style="width: 390px; height: 25px;" type="text"/>
<b>NCC meeting</b>	Date: <input style="width: 190px; height: 25px;" type="text"/>
<b>Purpose</b>	While attending the NCC meeting the member may be exposed to Information of a Confidential nature. The Member agrees to: <ol style="list-style-type: none"> <li>1. not disclose the Confidential Information to any third party;</li> <li>2. to treat the Confidential Information as strictly confidential;</li> <li>3. prevent and protect the Confidential Information from unauthorised disclosure and immediately notify the Discloser of any loss or unauthorised disclosure of Confidential Information;</li> </ol>
<b>Confidential Information</b>	Confidential Information includes but is not limited to: <ol style="list-style-type: none"> <li>1. any commercially sensitive documentation or information of the Discloser;</li> <li>2. ideas, source code, designs, monetisation plans, analytical information and purposes with respect to the Purpose, functionality and features, and other information ;</li> <li>3. business models, business plans, information, ideas, concepts, knowledge, know-how, intellectual property, trade secrets, inventions, technology, operating procedures, processes, techniques, software, business methods, financial, accounting, monetisation, capital raising, marketing and technical plans and information, customer and supplier lists (including any prospective or proposed customer and supplier lists), analytical information, funding arrangements and other commercially valuable information belonging to the Discloser;</li> </ol> <p>whether or not such information is reduced to a tangible form or marked in writing as “confidential” or is provided orally, and whether it is disclosed by the Discloser to the Member or received, acquired, overheard, or learnt by the Member in any way whatsoever.</p>
<b>Observation</b>	The member is attending as an observer and agrees to: <ol style="list-style-type: none"> <li>1. Refrain from disturbing the meeting in any way both visually by signals or expressions and orally through interjections and comments unless expressly requested to contribute by the Chair.</li> <li>2. For an online meeting the member agrees to remain muted with their video off.</li> </ol>
<b>Term</b>	The Term of this Agreement is the period between the Date of the meeting and 5 years from that Date.

*(If you do not wish to scan and return this form then returning it from the email we have on file is sufficient to indicate agreement, in which case tick “signed electronically”. Email form to [ofarmnz@gmail.com](mailto:ofarmnz@gmail.com))*

Signed:

Signed electronically

Date signed: