



BBE
TRAINING



A CITRUS GROUP
COMPANY

Confidentiality Agreement

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I _____ understand that signing this confidentiality agreement that I am fully aware of the use and disclosure of confidential information held by the company and its associates. At the time of a disclosure of company information that may be confidential in nature or commercially sensitive which results to the business and affairs of the company this must never be communicated to third parties outside of the company requirements.

Written consent must be obtained from senior members of the company prior to any use of, branding of, or disclosure to other parties, other than employees and professional advisors working for the company.

Employees must not use company material for anything outside the normal scope of the permitted purpose.

On any termination of employment with BBE Training employees/freelance staff are required to return all paper based or electronic storage devices containing company-branded information with immediate effect.

Your obligations of confidentiality will not apply if you can prove:

1. The company information made public was not associated with yourself or linked to you in any way, or
2. The information made public was known to you prior to any employment with BBE Training.

This document is governed by and interpreted in accordance with English law within the courts of England & Wales.

Signed. _____ **Dated.** _____

Print. _____ **Position.** _____

BBE Director Signed. _____ **Dated.** _____

Last review: June 2025

Next review: June 2026

