



37 Delta Drive
South Yunderup WA 6208
ABN 85 400 342 253

CONFIDENTIALITY AGREEMENT

THIS AGREEMENT is made the ____ day of _____ 2013

BETWEEN: DIGITAL TRANSCRIPTION SERVICE (ABN 85 400 342 253)
of 37 Delta Drive, South Yunderup WA 6208 (“the Service Provider”)

AND: _____ (“the Client”).

RECITALS

- A. The Service Provider is engaged in the business of providing a transcription service to its Client.
- B. The Service Provider will in the course of providing such service have access to certain confidential information provided by Client.
- C. The Client requires the Service Provider to preserve the secrecy of that information.
- D. The Service Provider agrees to preserve the secrecy of that information provided by the Client.

INTERPRETATION

- 1. In the interpretation of this Agreement, unless the contrary intention appears **‘Confidential Information’** means all information provided by the Client to the Service Provider concerning the Client’s business.

NOW THE PARTIES AGREE as follows:

- 2. The Service Provider undertakes as agents of _____ to safeguard the confidentiality of all Confidential Information.
- 3. The Service Provider agrees to discard/delete audio recordings held in its possession within (to be agreed upon) days of completion of transcription.



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- 4. This Agreement is governed by the law of the State of Western Australia and the parties submit to the jurisdiction of the courts of that State.
- 5. This Agreement may not be varied except in writing signed by both parties.
- 6. If any provision of this Agreement is held to be unlawful, invalid, unenforceable or in conflict with any rule of law, statute, ordinance or regulation it is to be severed so that the validity and enforceability of the remaining provisions are not affected.

SIGNED

SIGNED

.....
For and on behalf of
Digital Transcription Service

.....
For and on behalf of
(Business Name)

.....
Name

.....
Name

Additional signees to confidentiality agreement (if required):

in the presence of:

.....
Witness Signature

.....
Signed

.....
Name

.....
Name

.....
Signed

.....
Name

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Signed

.....
Name

in the presence of:

.....
Witness Signature

.....
Name