

Temporary Staffing Confidentiality and Non-Disclosure Registration

Date: [Insert Date]

To: [Insert Temporary Staff Name]

Address: [Insert Staff Address]

Dear [Insert Staff Name],

In connection with your registration and potential assignment through [Insert Staffing Agency Name] (the "Company") to various client organizations (the "Clients"), you agree to the following terms regarding confidentiality and non-disclosure.

1. Definition of Confidential Information

Confidential Information includes, but is not limited to, trade secrets, customer lists, business plans, financial data, technical processes, personal data of employees or customers, and any other proprietary information disclosed to you during your assignment with a Client.

2. Non-Disclosure Obligations

You agree to:

- Keep all Confidential Information strictly confidential.
- Use Confidential Information solely for the purpose of performing your assigned duties.
- Not disclose, copy, or distribute any Confidential Information to any third party without prior written consent from the Client or the Company.

3. Return of Materials

Upon completion of an assignment or at the request of the Company or Client, you must immediately return all documents, badges, keys, hardware, and any other materials containing or relating to Confidential Information.

4. Duration

The obligations set forth in this letter shall survive the termination of your registration with the Company and the completion of any specific work assignment indefinitely, or until such information enters the public domain through no fault of your own.

5. Remedies

You acknowledge that any breach of this agreement may cause irreparable harm to the Company or its Clients, and that legal action, including injunctive relief and termination of your registration, may be pursued.

By signing below, you acknowledge that you have read, understood, and agreed to these terms.

Staff Signature: _____

Printed Name: [Insert Name]

Date: _____

Agency Representative Signature: _____

Title: [Insert Title]

Date: _____