

**CONFIDENTIALITY AGREEMENT**

By signing this Confidentiality Agreement, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Errand Service”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Independent contractor) acknowledge and agree as follows:

Client’s personal information, including but not limited to, name, phone number, address, or credit card information is confidential and private. Errand Service agrees to respect the Client’s right to confidentiality and privacy.

Errand Service has been engaged by Client to provide services as agreed upon in a signed Client Contract. Errand Service acknowledges that while performing such services, Errand Service may receive confidential information, whether oral or written, regarding the personal and/or business affairs of the Client.

Client understands that Errand Service, including but not limited to all employees, Independent Contractors, or additional staff used to carry out services on behalf of Errand Service, is prohibited from divulging or communicating all confidential and private information once services have commenced on behalf of Client and after services have finished on behalf of Client.

Errand Service agrees to access Client’s personal and/or business information only as permitted in the performance of Errand Service’s duties or as otherwise directed by the Client. Errand Service will not at any time sell or exchange our client information to outside sources. Errand Service agrees to preserve the confidentiality of all Client information and to not divulge this information in any form, except where authorized by the Client or required by law.

Errand Service agrees to hold in strictest confidence and not to disclose, reveal, or imply any confidential information which may be acquired by Errand Service, without the written consent of the Client. Errand Service’s sole intention is to protect the Client from the disclosure of information which may tend to harm, malign, damage, injure, or otherwise adversely affect any of the Client’s respective activities.

Any breach, on or off duty, of this agreement will be taken seriously. Any violation can or may result in legal action. The terms set out in this agreement shall be governed by and interpreted in accordance with the laws of the State of Pennsylvania. By signing this agreement, you consent and submit to the exclusive jurisdiction and venue of the state and federal courts located in Pennsylvania.

**I have reviewed this Agreement for accuracy and understand the contents of this form.**

**Client/Contractor**: (print name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client/Contractor: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_

**Errand Service**: (print name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Errand Service Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_