

Confidentiality Agreement

This confidentiality agreement signed and made effective this _____ day of _____, 2004 between:

<insert name of employee or consultant>

and

<insert employer name>

Whereas:

- a) <insert name of employee or consultant> is employed by <insert name of employer>; and,
- b) In the course of their employ, <insert name of employee or consultant> may have access to sensitive and/or confidential information concerning other staff, consultants, optometrists and patients of this practice; and,
- c) <insert name of employee or consultant> recognizes that such information must remain confidential.

NOW THEREFORE THIS AGREEMENT WITNESSES THAT, in consideration of these premises, <insert name of employee or consultant> agrees to keep any such sensitive and/or confidential information to themselves and not share such information with any other person or organization. The only exception to this would be to communicate with other optometrists, office staff or consultants in the course of providing services to patients of this practice.

This agreement constitutes the entire agreement between the parties and contains all the representations, undertakings and agreements of the respective parties concerning the subject matter. There are no verbal representations, undertakings or agreements between the parties of any kind concerning the subject matter.

<insert name of employee or consultant> and <insert name of employer> acknowledge and agree that the relationship between them is one of mutual trust and reliance.

<insert name of employee or consultant>

<insert name of employer>