Dated 20[ ]

**UNIVERSITY OF NORTHUMBRIA AT NEWCASTLE**

**and**

**[EXTERNAL ORGANISATION NAME]**

**and**

**[STUDENT]**

**NON-DISCLOSURE AGREEMENT**

*[For use on student projects with external organisations when confidential information will be disclosed]*

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**THIS AGREEMENT** is dated the day of 20[ ]

### Parties

1. **UNIVERSITY OF NORTHUMBRIA AT NEWCASTLE**, whose principal place of business is at Sutherland Building, College Street, Newcastle upon Tyne, NE1 8ST (“**University”**)
2. [**EXTERNAL ORGANISATION NAME**] [incorporated and registered in England and Wales with company number [number]] whose [registered office / principal place of business] is at [address] (“the Organisation”)
3. [**FULL STUDENT NAME**] of [ address] (“the Student”)

## Background

(A) The Student will undertake a project with the Organisation as part of his/her studies at the University and the Parties wish to enter into this Agreement in order to govern the use and treatment of any confidential or commercial sensitive information the Student may be exposed to during the course of the project, both belonging to the Organisation and to the University.

(B) The Parties acknowledge that the terms of this Agreement are to govern the use and treatment of any confidential or commercial sensitive information, to enable the Student to carry out a project with the Organisation and submit such written and oral reports for examination in accordance with the University’s regulations in fulfilment of the requirements of a higher degree of the University. The Parties further acknowledge that the research undertaken by the Student during the project may lead to academic publications relating to the results of the project in furtherance of the Student’s career.

(C) The Parties further acknowledge that in the course of the project the Parties may be exposed to proprietary and commercially valuable information or materials of the Organisation and/or the University. All Parties recognise the importance of holding in confidence such information or materials.

## It is agreed

1. Definitions and Interpretation
   1. The definitions and rules of interpretation in this clause apply in this Agreement.

|  |  |
| --- | --- |
| Affiliate | in relation to a body corporate, any subsidiary, subsidiary undertaking or holding company of this body corporate, and any subsidiary or subsidiary undertaking of any such holding company for the time being as defined in section 1159 of the Companies Act 2006; |
| Business Day | a day (other than a Saturday, Sunday or public holiday) when banks in London are open for business; |
| Confidential Information | all confidential information (however recorded, preserved or disclosed) disclosed by a party or its employees, officers, representatives or advisers (together, its Representatives) to the other party and that party's Representatives whether before, on or after the date of this Agreement in connection with:   1. the Purpose; 2. the terms of this Agreement; 3. any information that would be regarded as confidential by a reasonable business person relating to:    1. the business, affairs, customers, clients, suppliers, plans, intentions, or market opportunities of the Disclosing Party or of any Affiliate of the Disclosing Party; and    2. the operations, processes, product information, know-how, designs, trade secrets or software of the Disclosing Party or of any Affiliate of the Disclosing Party; 4. any information developed by the parties in the course of carrying out this Agreement; and 5. any information detailed in the Schedule;   but not including any information that:   1. is or becomes generally available to the public other than as a result of its disclosure by the Recipient or its Representatives in breach of this Agreement or of any other undertaking of confidentiality addressed to the party to whom the information relates (except that any compilation of otherwise public information in a form not publicly known shall nevertheless be treated as Confidential Information); or 2. was available to the Recipient on a non-confidential basis prior to disclosure by the Disclosing Party; or 3. was, is or becomes available to the Recipient on a non-confidential basis from a person who, to the Recipient's knowledge, is not bound by a confidentiality agreement with the Disclosing Party or otherwise prohibited from disclosing the information to the Recipient; or 4. was lawfully in the possession of the Recipient before the information was disclosed to it by the Disclosing Party; or 5. the parties agree in writing is not confidential or may be disclosed; or 6. is developed by or for the Recipient independently of the information disclosed by the Disclosing Party; or 7. is trivial, obvious or useless. |
| Disclosing Party | a party to this Agreement which discloses or makes available directly or indirectly Confidential Information; |
| Purpose | in furtherance of the Student’s studies relating to [input course title/specific project info etc] resulting in assessment in accordance with University regulations; |
| Recipient | a party to this Agreement which receives or obtains directly or indirectly Confidential Information; |
| Representative | employees, agents and other representatives of the Recipient. |

* 1. Clause, schedule and paragraph headings shall not affect the interpretation of this Agreement.
  2. A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person's legal and personal representatives, successors and permitted assigns.
  3. The schedules form part of this Agreement and shall have effect as if set out in full in the body of this Agreement. Any reference to this Agreement includes the schedules.
  4. Words in the singular shall include the plural and vice versa.
  5. A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension, or re-enactment, and includes any subordinate legislation for the time being in force made under it.
  6. Any obligation in this Agreement on a person not to do something includes an obligation not to agree or allow that thing to be done.
  7. References to clauses and schedules are to the clauses and schedules of this Agreement; references to paragraphs are to paragraphs of the relevant schedule.

1. Obligations of Confidentiality
   1. The Recipient shall keep the Disclosing Party's Confidential Information confidential and, except with the prior written consent of the Disclosing Party, shall not, and shall procure that its Representatives shall not:
      1. use or exploit the Confidential Information in any way except for the Purpose; or
      2. disclose or make available the Confidential Information in whole or in part to any third party, except as expressly permitted by this Agreement; or
      3. copy, reduce to writing or otherwise record the Confidential Information except as strictly necessary for the Purpose.
   2. The Recipient may only disclose the Disclosing Party's Confidential Information to those of its Representatives who need to know this Confidential Information for the Purpose, provided that:
      1. it informs these Representatives of the confidential nature of the Confidential Information before disclosure and obtains from its Representatives enforceable undertakings to keep the Confidential Information confidential in terms at least as extensive and binding upon the Representatives as the terms of this Agreement are upon the parties; and
      2. at all times, it is responsible for these Representatives' compliance with the obligations set out in this Agreement.
   3. A party may disclose Confidential Information to the extent required by law, by any governmental or other regulatory authority, or by a court or other authority of competent jurisdiction provided that, to the extent it is legally permitted to do so, it gives the other party as much notice of this disclosure as possible and, where notice of disclosure is not prohibited and is given in accordance with this clause 2.3, it takes into account the reasonable requests of the other party in relation to the content of this disclosure.
   4. The Parties acknowledge that the purpose of the project is the furtherance of the Student’s studies and that information obtained during the project may be used in coursework and/or exams, both written and oral, including but not limited to dissertations and thesis. Furthermore, the Student will be permitted to submit such work for examination under the University’s regulations and such examination may be carried out by external examiners.
   5. The Recipient shall establish and maintain adequate security measures (including any reasonable security measures proposed by the Disclosing party from time to time) to safeguard the Confidential Information from unauthorised access or use.
   6. No party shall make, or permit any person to make, any public announcement concerning this Agreement, the Purpose or its prospective interest in the Purpose without the prior written consent of the other party (such consent not to be unreasonably withheld or delayed) except as required by law or any governmental or regulatory authority (including, without limitation, any relevant securities exchange) or by any court or other authority of competent jurisdiction. No party shall make use of the other party's name or any information acquired through its dealings with the other party for publicity or marketing purposes without the prior written consent of the other party.
2. Return of Information
   1. At the request of the Disclosing Party, the Recipient shall:
      1. return to the Disclosing Party all documents and materials (and any copies) containing, reflecting, incorporating, or based on the Disclosing Party's Confidential Information;
      2. erase all the Disclosing Party's Confidential Information from its computer systems or which is stored in electronic form (to the extent possible); and
      3. certify in writing to the Disclosing Party that it has complied with the requirements of this clause, provided that a Recipient may retain documents and materials containing, reflecting, incorporating, or based on the Disclosing Party's Confidential Information to the extent required by law or any applicable governmental or regulatory authority and to the extent reasonable to permit the Recipient to keep evidence that it has performed its obligations under this Agreement. The provisions of this clause 3 shall continue to apply to any such documents and materials retained by the Recipient, subject to clause 7.2.
   2. If the Recipient develops or uses a product or a process which, in the reasonable opinion of the Disclosing Party, might have involved the use of any of the Disclosing Party's Confidential Information, the Recipient shall, at the request of the Disclosing Party, supply to the Disclosing Party information reasonably necessary to establish that the Disclosing Party's Confidential Information has not been used or disclosed.
3. Reservation of Rights and Acknowledgement
   1. All Confidential Information shall remain the property of the Disclosing Party. Each party reserves all rights in its Confidential Information. No rights, including, but not limited to, intellectual property rights, in respect of a party's Confidential Information are granted to the other party and no obligations are imposed on the Disclosing Party other than those expressly stated in this Agreement.
   2. Except as expressly stated in this Agreement, no party makes any express or implied warranty or representation concerning its Confidential Information, or the accuracy or completeness of the Confidential Information.
   3. The disclosure of Confidential Information by the Disclosing Party shall not form any offer by, or representation or warranty on the part of, the Disclosing Party to enter into any further agreement in relation to the Purpose, or the development or supply of any product or service to which the Confidential Information relates
   4. The Recipient acknowledges that damages alone would not be an adequate remedy for the breach of any of the provisions of this Agreement. Accordingly, without prejudice to any other rights and remedies it may have, the Disclosing Party shall be entitled to the granting of equitable relief (including without limitation injunctive relief) concerning any threatened or actual breach of any of the provisions of this Agreement.
   5. The Recipient shall be liable to the Disclosing Party for the actions or omissions of the Recipient's Representatives under this Agreement, as if they were the actions or omissions of the Recipient.
4. Indemnity

The Recipient shall indemnify and keep fully indemnified the Disclosing Party and/or its Affiliates at all times against all liabilities, costs (including legal costs on an indemnity basis), expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and other reasonable costs and expenses suffered or incurred by the Disclosing Party arising from any breach of this Agreement by the Recipient and from the actions or omissions of any Representative of the Recipient.

1. Term and Termination
   1. If either party decides not to become, or continue to be involved in the Purpose with the other party it shall notify the other party in writing immediately. The obligations of each party shall, notwithstanding any earlier termination of negotiations or discussions between the parties in relation to the Purpose, continue for a period of 5 years from the termination of this Agreement.
   2. Termination of this Agreement shall not affect any accrued rights or remedies to which either party is entitled.
2. Entire Agreement and Variation
   1. This Agreement constitutes the whole agreement between the parties and supersedes all previous agreements between the parties relating to its subject matter. Each party acknowledges that, in entering into this Agreement, it has not relied on, and shall have no right or remedy in respect of, any statement, representation, assurance or warranty (whether made negligently or innocently) other than as expressly set out in this Agreement. Nothing in this clause shall limit or exclude any liability for fraud or for fraudulent misrepresentation.
   2. No variation of this Agreement shall be effective unless it is in writing and signed by each of the parties (or their authorised representatives).
3. No Waiver
   1. Failure to exercise, or any delay in exercising, any right or remedy provided under this Agreement or by law shall not constitute a waiver of that or any other right or remedy, nor shall it preclude or restrict any further exercise of that or any other right or remedy.
   2. No single or partial exercise of any right or remedy provided under this Agreement or by law shall preclude or restrict the further exercise of that or any other right or remedy.
4. Assignment

Except as otherwise provided in this Agreement, no party may assign, sub-contract or deal in any way with, any of its rights or obligations under this Agreement or any document referred to in it.

1. Notices
   1. Any notice required to be given under this Agreement, shall be in writing and shall be delivered personally, or sent by pre-paid first class post or recorded delivery or by commercial courier, to each party required to receive the notice at its address as set out below:
      1. University of Northumbria at Newcastle: Head of Legal, Ellison Terrace, Newcastle upon Tyne NE1 8ST
      2. [*Organisation*]: [*contact name*] [*address*]
      3. [*Student name*]: [*address*]

or as otherwise specified by the relevant party by notice in writing to each other party.

* 1. Any notice shall be deemed to have been duly received:
     1. if delivered personally, when left at the address and for the contact referred to in this clause; or
     2. if sent by pre-paid first class post or recorded delivery, at 9.00 am on the second Business Day after posting; or
     3. if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed.
  2. A notice required to be given under this Agreement shall not be validly given if sent by e-mail.

1. No Partnership

Nothing in this Agreement is intended to, or shall be deemed to, establish any partnership or joint venture between any of the parties, constitute any party the agent of another party, nor authorise any party to make or enter into any commitments for or on behalf of any other party.

1. Third Party Rights

A person who is not a party to this Agreement shall not have any rights under or in connection with it.

1. Governing Law and Jurisdiction
   1. This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.
   2. The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).

**Signed for and on behalf of the University:**

Signature:………………………………

Name:……………………………………

Position:…………………………………

Date:……………………………………

**Signed for and on behalf of [Organisation]:**

Signature:……………………………………..

Name:…………………………………………

Position:………………………………………..

Date:……………………………………………

**Signed by [Student Name]:**

Signature:……………………………………..

Name:…………………………………………

Position:………………………………………..

Date:……………………………………………