

## NON-DISCLOSURE AGREEMENT

This Agreement is made on the \_\_\_\_ day of \_\_\_\_\_ 2021 between the Law Society of Singapore, a body corporate established under the Legal Profession Act, having its registered address at 28 Maxwell Road, #01-03 Maxwell Chambers Suites, Singapore 069120 (the "Law Society") and \_\_\_\_\_ (the "Recipient"), whose principal business address is \_\_\_\_\_.

1. The Law Society has engaged the Recipient to provide IT support and maintenance services (the "Project").
2. The Law Society will provide to the Recipient information that is and shall be kept confidential ("Confidential Information"). Confidential Information includes all written and oral information the Law Society or a third party provides to the Recipient for the purpose of the Project, even if such information is not expressly marked as "confidential". Confidential information includes (but is not limited to) information pertaining to (i) information pertaining to documents related to system specifications; and (ii) information found within the IT infrastructure such as servers, networking devices, software applications and other system software/hardware.
3. Confidential Information excludes information that is in the public domain.
4. The Recipient agrees to use Confidential Information only for the purpose of carrying out the Project. The Recipient agrees not to disclose, disseminate or use Confidential Information for any other purpose.
5. The Recipient agrees not to disclose or disseminate any Confidential Information to a third party unless the Law Society has expressly consented to the Recipient doing so in writing.
6. This Agreement shall govern all communications between the parties. The Recipient's obligations not to disclose, disseminate or use any Confidential Information shall survive termination of the Project.
7. Upon the termination of the Project, the Recipient shall promptly destroy all Confidential Information without retaining any copies.
8. The Recipient shall comply with all its obligations under the Personal Data Protection Act at its own cost. In particular, if the Recipient receives any contact information of law practices which is not publicly available, the Recipient must safeguard such information from unauthorised use or access.
9. The Recipient shall not transfer or assign any of its rights or obligations under this Agreement without the Law Society's written consent.
10. This Agreement shall be governed by and construed in accordance with the laws of the Republic of Singapore.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

THE LAW SOCIETY OF SINGAPORE:

THE RECIPIENT:

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_