

Confidentiality Agreement

For the protection of confidential information

PURPOSE

Recognising that a major function of McFelder Business Services S.L. (hereinafter "MCFELDER") is the translation of confidential documentation submitted to MCFELDER by clients and that such clients require the protection of such confidential information and also recognising that the confidential information of MCFELDER must be protected, I record my agreement not to disclose the trade secrets of MCFELDER and its clients.

AGREEMENT

I agree as follows:-

- 1) I will not except as authorised or required by my duties reveal to any person, firm or company any trade secrets or any confidential information relating to the operations processes inventions or dealings of MCFELDER or any of its associated companies or any of its or their clients which may come to my knowledge during my work and I will not use or attempt to use any such information in any manner which may injure or cause loss to them either directly or indirectly or may be likely so to do.
- 2) I will not make otherwise than for the benefit of MCFELDER any notes or memoranda or copy of any document relating to any matter referred to in sub-paragraph (1) or use or permit to be used any such notes memoranda or copy otherwise than for the benefit of MCFELDER or its clients.
- 3) Upon ceasing to carry out work for MCFELDER I will deliver up to MCFELDER or as it shall direct all such notes memoranda and copies made by me and all documents entrusted to me.
- 4) I will not publicise, whether through websites, CVs, or any other means, the fact that I have collaborated with MCFELDER, nor will I use MCFELDER's company name, nor the names of MCFELDER personnel or MCFELDER's clients, as references, without the express written permission of MCFELDER.
- 5) I undertake not to subcontract the services which are the subject of this Agreement to another person or company and I acknowledge that I will carry out all the work by myself without external help and that I am competent and completely fluent in the languages subject of the translation or revision work assigned to me to render such work.
- 6) I undertake to provide the services which are the subject of this Agreement in accordance with Spanish Law 15/1999 regarding Personal Data Protection (LOPD), and the Regulation of Security Measures for Automatic Files Containing Personal Data approved by Spanish Royal Decree 994/1999, and the Royal Decree 1720/2007 approving the regulations relating to the implementation of Personal Data Protection.
- 7) This agreement is binding upon me and will benefit MCFELDER, its successors and assigns.
- 8) I acknowledge that the above obligations will remain in force after I cease to carry out work for MCFELDER without limit in time but they shall cease to apply to information or knowledge which may come into the public domain.
- 9) I further acknowledge receipt of a copy of this agreement.

Signed this _____ day of _____ 20_____.

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Freelance worker (**Full Name in capitals AND Signature**)