

**INFORMATION PROTECTION AND RISK MANAGEMENT  
NON-DISCLOSURE AGREEMENT**

Appropriate background screening is required prior to gaining access to any Government information under this task order and disclosure of any such information encountered during the conduct of this work is strictly prohibited.

In consideration and as a condition of my employment as a contractor with Information Protection and Risk Management (IPRM), Department of Veterans Affairs (VA), I agree to keep confidential, except as IPRM may otherwise consent in writing, not to disclose, or make use of except for the benefit of IPRM, at any time either during or subsequent to my contract employment, any confidential information, knowledge, data or other information of the VA relating to processes, test data, customers, business plans and strategies, budgetary information or other subject matter pertaining to any business of IPRM and the VA. This agreement also pertains to any deliverable which I may produce obtain or otherwise acquire during the course of my employment. I further agree not to deliver, reproduce or in any way allow any such confidential information, knowledge, data or other information or any documentation relating thereto, to be delivered to or used by any third parties, including my employer, without specific direction or consent of a duly authorized representative of IPRM of the VA. My obligation to maintain IPRMNA proprietary and otherwise confidential information, knowledge and data in confidence shall only be relieved by written consent from VA, or by and only to the extent that any such proprietary and otherwise confidential information, knowledge and data shall become known in the industry through no direct or indirect fault of mine.

Furthermore, at the conclusion of the contract or in the event of termination of my employment with the contractor, I agree to promptly surrender and deliver to IPRM all records, materials, equipment, documents and data of any nature pertaining to the business of IPRM and the VA. I will not take with me any confidential information knowledge, data or other information, or any documentation, which I may produce or obtain during the course of my employment.

I understand that the requirements of FAR 24.1, Protection of Individual Privacy, the Privacy Act (5 U.S.C. 552a) and OMB Circular A-130, apply to the work that my firm will be conducting on behalf of the VA, and that violation of the Act may involve the imposition of criminal penalties. I also understand that any violation of this agreement may result in penalties up to and including termination of my employer's current contractual relationship with the VA, as well as my and/or my employer's prohibition from engaging in future contractual relationships with VA.

By my signature below, I acknowledge receipt of the Non-Disclosure notification and agree to handle all government information in a sensitive manner so that no violation or impropriety shall result.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

Project Name and Contract Number: