

What is a Non-Disclosure Agreement?

- An NDA or a Confidentiality Agreement is a legal contract which sets out how you share information or ideas in confidence. It can protect written or recorded information as well as spoken information or information that is shared at meetings.
- The purpose of the NDA is to restrict the use of the ideas or information to a specific or permitted purpose, such as a project or a joint venture. The University NDA allows the information and ideas which are the subject of the NDA to be shared and discussed internally with interested parties for the purpose defined in the NDA, only in confidence and they must be informed that an NDA is in place.
- The university NDA sets a 5-year time frame on the confidentiality, if the information is made public by the disclosing party during this time the NDA cannot be enforced. After this period of time the information can be used or disclosed by the recipient or if there is a requirement for continued confidentiality another NDA can be agreed.

When do you need to use an NDA?

- When you're meeting with a businesses, if they start talking about ideas or disclosing information with you which you think should be confidential to them, please inform them that we can put in place a mutual NDA if they wish which will cover discussions. Should the relationship with the business go beyond discussions, most projects and other activities that a business can undertake with the university will have confidentiality covered by individual agreements/contracts i.e., CVF Contract, KTP Contract, Consultancy Agreement etc.
- If the business would like an NDA putting in place, we should suggest using the University NDA Template, and ensure they get it reviewed and signed by the correct persons in the business i.e., someone senior who has the authority to give the undertaking of the NDA. All NDA's must be signed by the RIKE Representative or the Dean of School.
- If they would prefer to use their own NDA, this must be reviewed by the university Legal Office before being signed off by the Dean of School or RIKE Representative.

For an NDA Template and support in putting in place an NDA with an organisation please contact The RIKE Business Partnerships Team business@hud.ac.uk