



## ***Non Disclosure Agreement: Information and Form***

A Non Disclosure Agreement is a signed formal agreement in which one party (person or organisation) agrees to provide a second party (person or organisation) with confidential information about its business or products and the second party agrees it will not share this information with a third party for a specified period of time.

The Star Social Firm Application Pack contains information on the criteria for the Star Social Firm and the questions are designed to tease out evidence that will show firms meet those criteria. A great deal of interest has been shown in the Star Social Firm quality standard, particularly from organisations abroad that are developing Social Firms. As a result Social Firms UK believes it should take steps to protect its intellectual property and the good standing of the Star Social Firm quality standard on its own behalf and that of the Star Social Firms.

### Collective Mark

Social Firms UK will be applying for a Collective Mark. (The process is the same as applying for a Trademark and the signage, the small TM shown below the Star Social Firm logo, is the same. The difference is that a Collective Mark can be distributed to others for use e.g. Social Firms that achieve the Star Social Firm quality standard).

### Non Disclosure Agreement

Social Firms UK will ask Social Firms wishing to apply for the Star Social Firm quality standard to sign a Non Disclosure Agreement.

It is envisaged that within the five years (from November 2007) the Star Social Firm quality standard will have become fully established and that the need for Non Disclosure Agreements will cease. Unless previously agreed, this Non Disclosure Agreement will therefore cease on 31 December 2012.

If you have any queries in relation to this Non Disclosure Agreement please Email [info@starsocialfirms.co.uk](mailto:info@starsocialfirms.co.uk) or telephone 01737 231360



## ***Non Disclosure Agreement***

This Non Disclosure Agreement is between Social Firms UK and \_\_\_\_\_ (*name of organisation*).

### **Confidential Information**

The confidential information covered in this Non Disclosure Agreement is the **Star Social Firm Criteria** and the **questions specific to those criteria** contained within the Star Social Firm application.

1. It is agreed as that \_\_\_\_\_ (*name of organisation*) will not:
  - communicate, disclose or make available all or any part of the confidential information to any third party;
  - directly or indirectly use, or permit others to use, the confidential information, other than for the purpose of obtaining and maintaining the Star Social Firm quality standard.
2. The obligations of confidentiality and non-use will not apply with respect to any of the following:
  - information that is generally available to the public at the date of the agreement;
  - information already known to \_\_\_\_\_ (*name of organisation*) at the time of disclosure;
  - information which is subsequently disclosed by third parties having no obligations of confidentiality;
  - information which is or becomes generally available to the public in printed publications in general circulation in the United Kingdom through no act or default on the part of the organisation named above or their agents, employees or professional advisers.
3. Without prejudice to the generality of clause 2 (above) information shall not be deemed to be generally available to the public where that information is known only to a few of those people to whom it may be of commercial interest.
4. \_\_\_\_\_ (*name of organisation*) will:
  - safeguard the information against disclosure to others with the same degree of reasonable care as they exercise with their own information of a similar nature;
  - not transmit, reproduce, transform or store any of the confidential information, other than in connection with the application for and maintenance of the Star

Social Firm quality standard, without the prior written consent of Social Firms UK.

5. This Agreement is governed and determined by English law.

Signed by \_\_\_\_\_

Position \_\_\_\_\_

Authorised signatory for and on behalf of \_\_\_\_\_ (*name of organisation*)

Date: \_\_\_\_\_

Please return this signed Non Disclosure Agreement together with a payment of £50 (cheques should be made payable to Social Firms UK Ltd.) to:

Star Social Firm  
Social Firms UK  
Suite 2 Victoria House  
10 Brighton Road.  
Redhill  
Surrey RH1 6QZ

A Star Social Firm Application Pack will be emailed to you once your signed Non Disclosure Agreement and payment is received.

Thank you for your interest in the Star Social Firm Quality Standard.

Remember. Help and support to gain the Star Social Firm Quality Standard is available free to members of Social Firms UK. If you are not already a member now is a good time to join.

Go to [www.socialfirmsuk.co.uk](http://www.socialfirmsuk.co.uk) to download your Membership Application Form.