[Insert date]

|  |  |
| --- | --- |
| To: | Principal |

|  |
| --- |
| Dear [Mr/Sir/Miss/Ms, etc.] |

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Confidentiality Agreement |

Under Clause 8.9 of the *General Conditions of Contract*, I advise the following documents are confidential:

(1) [Insert]

**CONFIDENTIALITY AGREEMENT**

The Principal shall keep secret and confidential, and shall not disclose to any third party without the prior written consent of the Contractor any information, data, specifications, drawings, reports or other documents and things supplied or made available by the Contractor to the Principal. The Principal shall take or ensure such reasonable precautions as necessary to maintain such secrecy and confidentiality and to prevent disclosure.

Yours sincerely

**Contractor**