



ITF-1a: Confidentiality and Non-Disclosure Agreement – Individual

PERSONAL CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

I acknowledge that the New York City School Construction Authority (“SCA”) will make available to me from time to time certain information that is highly confidential to the SCA. For example, this information includes, without limiting the kinds of information to these examples, software and other computer information licensed to the SCA, bidding information related to various contracts of the SCA, proprietary information about various businesses that would perform work on the SCA’s behalf, and the work product of the SCA’s employees and agents. I invite the SCA to entrust me as a fiduciary of the SCA with access to, and with the use of, such confidential information from time to time. I shall hold all of the SCA’s confidential information at all times in trust and strictest confidence for the SCA from and after the date of its creation or disclosure to me. I shall prevent the impermissible release of the SCA’s confidential information. I shall not retain nor incorporate any of the confidential information into any database or any medium than may be required for the SCA’s exclusive benefit. I covenant not to use SCA’s confidential information for my own benefit or for the benefit of anyone else that is inconsistent with the interests of the SCA. Finally, I shall not duplicate or disclose or otherwise reveal such confidential information in any manner inconsistent with this agreement.

I agree to read each SCA policy and procedure related to the use of confidential information, including, without limitation, any on the use of SCA computers. I agree to be bound by each such policy and procedure.

I acknowledge that my faithful compliance with this agreement, and the related policies and procedures, is necessary to protect the SCA and that any action on my part that is inconsistent with this agreement or with any SCA policy and procedure will cause the SCA irreparable and continuing harm. Therefore, if anything I do is inconsistent with this agreement or any such policy and procedure, I consent to the SCA obtaining a court order to stop my inconsistent actions and otherwise to prevent any, without the SCA having to post any bond or security for such order. The SCA may pursue other remedies available to it, all of which are nonexclusive and cumulative.



ITF-1a: IT Security (IT-5)

Confidentiality & Non-Disclosure Agreement

Please address all questions to the SCA Help Desk, (718) 472-8871

PLEASE COMPLETE THE FOLLOWING SECTION

(please print)

Full Name: _____

Company Name: _____

Company Tax ID: _____

Company Address: _____

Phone Number: (____) _____ - _____

Fax Number: (____) _____ - _____

E-mail Address: _____

What department(s) do you work with within the SCA: _____

Signature: _____ Date: ____/____/____

ACKNOWLEDGMENT OF AN INDIVIDUAL

STATE OF NEW YORK
CITY OF NEW YORK ss:
COUNTY OF _____

On the ____ day of _____ in the year _____, before me personally came _____ to me known, who, being by me duly sworn, did depose and say that she/he signed her/his name thereto.

Notary Public

DELIVER TO

30-30 Thomson Avenue
Long Island City, NY 11101

Delivered by who: _____ Telephone #, or Ext.: (____) _____ - _____
(please print)

Date: ____/____/____