



## **ITF-1b: Confidentiality and Non-Disclosure Agreement – External Consultant**

### **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. I acknowledge that such information is a valuable, special and unique asset of the SCA and expressly covenant and agree that I shall not disclose all or any part of this confidential information to any person, firm, corporation, association, or partnership without the written permission of the SCA. For example, this information may include but not be limited to the following kinds of information, software, remote application access 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 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 shall not duplicate or disclose or otherwise reveal such confidential information in any manner inconsistent with this agreement.

In addition, I shall not use SCA Technology or data to perform an illegal act and I shall not share the password or account access provided exclusively to me. When leaving a workstation unattended, or out of sight, I shall save my work and log off or lock the workstation to prevent unauthorized access. I will make no attempt to circumvent access codes or information protection schemes or uncover security loopholes or attempt to break authentication procedures or encryption protocols. I will make no attempts to increase the level of Access to which I have been authorized. I will not attempt to use or obtain access codes in an unauthorized manner or from another user. I shall not allow non-employees to access SCA computer systems.

I agree to abide by the statements made regarding the use of confidential information, including, without limitation, any on the use of SCA computers. I agree to be bound by these policies and procedures.

I acknowledge that my faithful compliance with this agreement 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-1b: 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: \_\_\_\_/\_\_\_\_/\_\_\_\_