**Appendix B**

**Audio Recording, Transcription and Additional Services**

**NON DISCLOSURE AGREEMENT**

**CONTRACT REFERENCE HCPC1801**

**Non-Disclosure Agreement:** On behalf of the organisation detailed below, I acknowledge that details under the Audio Recording, Transcription and Additional Services Framework is at this point considered to be commercially sensitive and could well prejudice the commercial interests of the suppliers involved if the information were to be made publicly available.

I therefore hereby agree on behalf of the said organisation that we will keep strictly confidential the information supplied to us and will not disclose the same or any part thereof to any other person, organisation or company and shall not make any use of such information or any part thereof for any purposes other than for accessing the framework, unless required to by law to disclose.

I further agree that access to all such information will be restricted only to those persons reasonably required to know it and that, in any event, our employees, agents, consultants and sub-contractors (if any) are bound to us to hold such information in confidence and to use such information only for the purposes of accessing the framework.

Customers are under no obligation to use this framework.

**Signature: Date:**

**Name of person signing this form: Position:**

**Name of authority:**

**Address:**

**Telephone: E-mail:**

**Annual Spend:**

**Intended contract start Date:**

**To return this form, please email it to: procurement@hcpc-uk.org**

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