

HireATypist

For All Your Typing & Transcription

Hire A Typist Limited will adhere to the following wording. If required we will sign and send you a copy of this for your records.

Client Confidentiality Agreement

The parties to this agreement are Hire A Typist Limited, whose office is situated at 1 Woodfield, Hatfield Road, Witham, Essex, CM8 1FY and [insert client's name] whose residence is situated at [insert client's address].

Hire A Typist Limited confirm that:

We will not divulge information howsoever learned about The Client's clients, The Client's associates or The Client's client's associates to the press or any party that may result in information being passed to the press in any country.

We will not divulge information howsoever learned about clients, The Client's associates or The Client's client's associates to any other competitor of The Client, The Client's associates or The Client's client's associates or party likely to do so.

We will take reasonable care of any information so obtained and held or transmitted by them on hard copy or digital format such that it is not readable in the public domain and will not end up in the public domain. We will also ensure that once The Client has confirmed receipt of their work, that all files and transcripts or any other documentation relating to The Client or The Client's work will be destroyed and/or deleted.

Any subcontractor used by Hire A Typist Limited to carry out work on behalf of The Client will be required to sign similar undertakings.

Signed and dated for and on behalf of Hire A Typist Limited:

J E Francis - Manager
Hire A Typist Limited