

# General NDA Document Outline for Project Collaboration

## 1. Introduction

- Title of Agreement
- Date
- Parties Involved (Disclosing Party and Receiving Party)
- Purpose of Collaboration

## 2. Definition of Confidential Information

- Description of what constitutes Confidential Information
- Inclusions (e.g., written, oral, electronic)
- Exclusions (public knowledge, required disclosure by law, etc.)

## 3. Obligations of Receiving Party

- Non-disclosure requirements
- Standard of care to protect information
- Restrictions on use of confidential information

## 4. Term and Termination

- Duration of confidentiality obligations
- Conditions for termination
- Return or destruction of confidential materials upon termination

## 5. Exclusions

- Information already known or independently developed
- Information disclosed by third parties without restriction

## 6. Remedies

- Potential consequences for breach
- Injunctive relief

## 7. General Provisions

- Governing law & jurisdiction
- Entire agreement
- Amendment procedures
- Notices

## **8. Signatures**

1. Disclosing Party Name, Title, Date & Signature
2. Receiving Party Name, Title, Date & Signature