

# IT Information Security Agreement

This Information Security Agreement ("Agreement") is entered into by and between:

**Company:** \_\_\_\_\_

**Employee/Contractor Name:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 1. Purpose

The purpose of this Agreement is to outline the obligations for maintaining the security and confidentiality of Company information and IT resources.

## 2. Definitions

- **Confidential Information:** Any data or information, oral or written, in any form, regarding Company operations, business, employees, clients, or systems.
- **IT Resources:** All Company-owned or managed computers, networks, software, data, and related equipment.

## 3. Responsibilities

1. Maintain strict confidentiality of all Company information accessed or processed.
2. Use IT resources solely for authorized business purposes.
3. Comply with Company policies and procedures regarding IT security.
4. Promptly report any known or suspected security incidents.
5. Do not share system passwords or access with unauthorized individuals.

## 4. Term and Termination

This Agreement is effective from the date of signature and remains in force during and after the employment or contract period, as applicable.

## 5. Acknowledgement

By signing below, I acknowledge that I have read, understood, and agree to comply with the terms of this Information Security Agreement.

\_\_\_\_\_  
Employee/Contractor Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Company Representative Signature

Date: \_\_\_\_\_

