

# Translator Confidentiality Agreement

Translator (full name): \_\_\_\_\_

Language(s) \_\_\_\_\_

To: Foreign Language Specialists, Inc. (FLS)

A. I am aware that in the course of any assignment by FLS as a translator, I may have access to customers' health, financial, legal and other personal and business confidential information; product ideas, inventions, formulas and designs; business and product plans and pricing; production and processing information; training materials, computer programs; and other secret and proprietary information; and that in order for FLS to maintain a competitive position, any such information must be kept in confidence by me and used only in connection with the work assigned to me by FLS.

Therefore in consideration of my engagement as a translator from time to time, by FLS, I agree:

1. I will hold in strict confidence, and will not use, assist others to use, or disclose to anyone, without the prior express written authorization of FLS or requester's administration, any information concerning such proprietary information and any secret or confidential matter, except as such use or disclosure may be required in order to carry out any translation assignment scheduled for me by FLS.
2. That I shall not derive any personal profit or advantage from any confidential information that I may acquire during my translation services assigned to me by FLS.
3. That translated documents remain the property of the owner of the original documents and/or the requester of my services at all times.
4. At the time I terminate my relationship with FLS, for any reason, I will deliver to FLS all documents related to the business and to the secret and propriety information referred to above, and I will not retain any such information for myself, including any and all means from which the information can be recovered or reproduced in any form.
5. That Individually identifiable data is confidential and is protected by various state and federal laws (e.g. RCW 42.17, 70.02 and 74.04.060).
6. That confidential data includes all personal information (e.g., name, birth date, social security number) which may, in any manner, identify the individual.
7. That confidential data may be used only for purposes directly related to the operation of the contractor's program(s).
8. That any personal use of confidential data is strictly prohibited.
9. Access to data must be limited to those staff whose duties specifically require access to such data in the performance of their assigned duties.

B. It is understood that with the exception of A-4 above, there is no time limit on any of the obligations under paragraphs A-1 through A-9, above.

C. I understood that my relationship with FLS as a translator is that of an independent contractor, unless specified otherwise in a separate document signed by FLS and me, and that this document is not intended, nor shall it be construed as, changing, in any way, my status as an independent contractor for any past or future work assigned to me by FLS.

D. I certify that I have read and understand the foregoing Agreement.

\_\_\_\_\_  
Translator Signature

\_\_\_\_\_  
Date