



Non-Disclosure policy:

1. I hereby undertake not, during the term of my agreement to provide consultancy services to the client, or after its termination, for any reason unless expressly authorised by the client, or required by law, to disclose to any unauthorised person, nor use, any confidential information relating to or received from the client.
2. Such information includes but is not limited to financial information, client personal files and research data. Information is also confidential information if it is clearly marked as such or by its very nature is evidently confidential.
3. I understand that the use and disclosure of all information about identifiable living individuals is governed by the Data Protection Act. I will not use any personal data I acquire during my work for any purpose that is or may be incompatible with the purposes specified in this agreement.
4. I understand that I am required to keep all confidential and personal data securely.
5. I hereby undertake, during the term of my agreement to provide consultancy services to the client, to store all the records and materials related to the client in a safe, secure location as long as they are in my possession.
6. I hereby undertake to ensure that all records provided for the purposes of this agreement, including any back-up records, are deleted as directed, once I have received confirmation that the contract has been satisfactorily completed and all the required information has been provided in accordance with the client's wishes. I also confirm that the client will be able to personally remove the completed transcriptions from our database, and that the records and all the information and data related to them will be completely removed from the translators' computers once the contract is satisfactorily completed.
7. I understand that the client reserves the right to take legal action against any breach of confidence, and will proceed with upmost speed to protect its interests in the event of any such breach.

Mindaugas Caplinskas

CEO at Gotranscript

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Print name and Signature

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Position

2023/01/01

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Date

