**CONFIDENTIALITY AGREEMENT**

**Parties:** This Confidentiality Agreement ("Agreement") is entered into on [Date] between Phoenix Eye Films ("Company"), and [Volunteer/Intern Name], residing at [Address] ("Volunteer/Intern").

**Purpose:** The Volunteer/Intern may have access to and be entrusted with confidential and proprietary information belonging to Phoenix Eye Films during the course of their volunteer or internship position.

**Definition of Confidential Information:** Confidential Information includes, but is not limited to:

* Business plans, strategies, and objectives
* Financial information and budgets
* Project details and progress
* Creative concepts and scripts
* Technical information and data
* Personal information of employees or clients
* Any other information marked as confidential or that would be reasonably understood to be confidential.

**Obligations of Volunteer/Intern:**

1. **Confidentiality:** The Volunteer/Intern agrees to maintain the confidentiality of all Confidential Information and not disclose, distribute, or disseminate any Confidential Information to any third party without prior written consent from Phoenix Eye Films.
2. **Use of Information:** The Volunteer/Intern agrees to use Confidential Information solely for the purpose of performing their duties as a volunteer or intern for Phoenix Eye Films.
3. **Protection of Information:** The Volunteer/Intern agrees to take all reasonable precautions to protect the confidentiality of the Confidential Information, including but not limited to implementing appropriate physical, electronic, and managerial procedures to safeguard and secure the information.
4. **Return of Information:** Upon termination of the volunteer or internship position, or at the request of Phoenix Eye Films, the Volunteer/Intern agrees to promptly return or destroy all Confidential Information in their possession or control.

**Exceptions:** Confidential Information does not include information that:

* Is or becomes publicly known through no breach of this Agreement by the Volunteer/Intern.
* Is independently developed by the Volunteer/Intern without use of or reference to Confidential Information.
* Is rightfully received from a third party without breach of any obligation of confidentiality.

**Term:** This Agreement shall remain in effect during the term of the volunteer or internship position and for a period of [specify duration, e.g., 2 years] thereafter.

**Miscellaneous:**

1. **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of [State/Country].
2. **Severability:** If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall continue to be valid and enforceable.
3. **Entire Agreement:** This Agreement constitutes the entire understanding between the parties regarding the confidentiality of Confidential Information and supersedes any prior agreements or understandings, whether written or oral.

IN WITNESS WHEREOF, the parties hereto have executed this Confidentiality Agreement as of the date first above written.

**Phoenix Eye Films:**  
By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Authorized Signatory]

**Volunteer/Intern:**

Please email this form back to info@phoenixeye.com.au