Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20[●]

1. [Full legal name of the RPO]

and

(2) [Full legal name of the Company]

**MODEL TWO-WAY confidential disclosure agreement**

**TWO-WAY CONFIDENTIAL DISCLOSURE AGREEMENT**

**This Agreement** dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20[●] is between:

1. [●] (the “**RPO**”), [an academic institution incorporated *or* established under [statute *or* charter in Ireland],] whose [principal address *or* registered office] is at [●]; and
2. [●] (the “**COMPANY**”), [a company incorporated in [●] under registration number [●]], whose [principal place of business *or* registered office] is at [•].

The RPO and COMPANY together shall be referred to as the “**Parties**”, and “**Party**” shall mean either one of them.

**Background:**

The Parties wish to hold discussions in the field of [•] (the “**Field**”). Each Party wishes to receive confidential information in the Field from the other Party for the purpose of considering whether to enter into a further agreement with the other Party (the “**Permitted Purpose**”).

**The Parties agree as follows:**

1. **Definitions**
   1. In this Agreement, the following words shall have the following meanings:

|  |  |
| --- | --- |
| **Authorised Persons** | shall have the meaning given in clause 3.1. |
| **Confidential Information** | shall mean:   1. in respect of Information provided in documentary form or by way of a model or in other tangible form, Information which at the time of provision is marked or otherwise designated to show expressly or by necessary implication that it is imparted in confidence; and 2. in respect of Information that is imparted orally, any information that the Disclosing Party or its representatives informed the Receiving Party at the time of disclosure was imparted in confidence; and 3. in respect of Confidential Information imparted orally, any note or record of the disclosure [and any evaluation materials prepared by the Receiving Party that incorporate any Confidential Information]; and 4. any copy of any of the foregoing; and 5. [the fact that discussions are taking place between the Disclosing Party and the Receiving Party.] |
| **Disclosing Party** | shall mean the Party to this Agreement that discloses Information, directly or indirectly to the Receiving Party under or in anticipation of this Agreement. |
| **FOIA** | shall mean the Freedom of Information Acts 1997 and 2003 and includes any subordinate legislation made under it and any provision amending, superseding or re-enacting it (whether with or without modification). |
| **Information** | shall mean information [whether of a technical, commercial or any other nature whatsoever] provided directly or indirectly by the Disclosing Party to the Receiving Party in oral or documentary form or by way of models, biological or chemical materials or other tangible form or by demonstrations and whether before, on or after the date of this Agreement. |
| **Receiving Party** | shall mean the Party to this Agreement that receives Information, directly or indirectly from the Disclosing Party. |

1. **Confidentiality obligations**
   1. In consideration of the Disclosing Party providing Confidential Information, at its discretion, to the Receiving Party, the Receiving Party shall:
      1. keep the Confidential Information secret and confidential;
      2. neither disclose nor permit the disclosure of any Confidential Information to any person, except for disclosure to Authorised Persons in accordance with clause 3, or to a court or other public body in accordance with clause 4;
      3. not use the Confidential Information for any purpose, whether commercial or non-commercial, other than for the Permitted Purpose;
      4. [make [no copies of the Confidential Information] [only such limited number of copies of the Confidential Information as are required for the Permitted Purpose, and provide those copies only to Authorised Persons];] and
      5. take proper and all reasonable measures to ensure the confidentiality of the Confidential Information.
2. **Disclosure to employees**
   1. The Receiving Party may disclose the Confidential Information to those of its officers, employees [and professional advisers] (together, the “**Authorised Persons**”) who:
      1. reasonably need to receive the Confidential Information to enable the Receiving Party to achieve the Permitted Purpose;
      2. have been informed by the Receiving Party (a) of the confidential nature of the Confidential Information, and (b) that the Disclosing Party provided the Confidential Information to the Receiving Party subject to the provisions of a written confidentiality agreement;
      3. have written confidentiality obligations to the Receiving Party that (a) are no less onerous than the provisions of this Agreement, and (b) apply to the Confidential Information, and who have been instructed to treat the Confidential Information as confidential;
      4. [in the case of the Receiving Party’s professional advisers] [other than its solicitors], [have been provided with a copy of this Agreement and] have agreed with the Receiving Party in writing to comply with the obligations of the Receiving Party under this Agreement, [and should it opt in writing to do so, the Disclosing Party will be entitled to be a party to that agreement]; and
      5. [in the case of the Receiving Party’s solicitors, have confirmed that they will treat the Confidential Information as if it were the Receiving Party’s confidential information and therefore subject to the rules of the Law Society in Ireland concerning client information.]
   2. The Receiving Party shall be responsible for taking reasonable action to ensure that its Authorised Persons comply with the Receiving Party’s obligations under this Agreement and shall be liable to the Disclosing Party for any breach of this Agreement by such Authorised Persons.
3. **Disclosure to court, etc.**
   1. To the extent that the Receiving Party is required to disclose Confidential Information by order of a court or other public body that has jurisdiction over the Receiving Party, it may do so. Before making such a disclosure the Receiving Party shall, if the circumstances permit:
      1. inform the Disclosing Party of the proposed disclosure as soon as possible (and if possible before the court or other public body orders the disclosure of the Confidential Information);
      2. ask the court or other public body to treat the Confidential Information as confidential; and
      3. permit the Disclosing Party to make representations to the court or other public body in respect of the disclosure and/or confidential treatment of the Confidential Information.
4. **Exceptions to confidentiality obligations**
   1. The Receiving Party’s obligations under clause 2 shall not apply to Confidential Information that:
      1. the Receiving Party possessed before the Disclosing Party disclosed it to the Receiving Party; or
      2. is or becomes publicly known, other than as a result of breach of the terms of this Agreement by the Receiving Party or by anyone to whom the Receiving Party disclosed it; or
      3. the Receiving Party obtains from a third-party, and the third-party was not under any obligation of confidentiality with respect to the Confidential Information; or
      4. it can show (as demonstrated by its written records or other reasonable evidence) has been developed by any of the Receiving Party’s employees who have not had any direct or indirect access to, or use or knowledge of, the Confidential Information.
5. **[Freedom of Information**
   1. The COMPANY acknowledges and agrees that the RPO is subject to the FOIA and the codes of practice issued under the FOIA as may be amended, updated or replaced from time to time.
   2. The COMPANY acknowledges and agrees that:
      1. subject to clauses 6.2.2 and 6.3, the decision on whether any exemption applies to a request for disclosure of recorded information under the FOIA is a decision solely for the RPO; and
      2. if the RPO is processing a request under the FOIA to disclose any Confidential Information then the COMPANY shall co-operate with the RPO, at the RPO’s reasonable cost and expense, and shall use reasonable efforts to respond within ten (10) working days of the RPO’s request for assistance in determining whether an exemption to the FOIA applies.
   3. If the RPO determines, in its sole discretion, that it will disclose any of the COMPANY’s Confidential Information, it shall use reasonable efforts to notify the COMPANY in writing prior to any such disclosure. In any event, the RPO shall not disclose any Confidential Information which falls within any of the exemptions of the FOIA and will consult with COMPANY to decide how best to respond to any FOIA request before any response is made.]
6. **Return of information and surviving obligations**
   1. Subject to clause 7.2, the Receiving Party shall (a) at the Disclosing Party’s request, and (b) upon any termination of this Agreement:
      1. either return to the Disclosing Party or destroy (at the Disclosing Party’s option) all documents and other materials that contain any of the Confidential Information, including all copies made by the Receiving Party representatives;
      2. permanently delete all electronic copies of Confidential Information from the Receiving Party’s computer systems; and
      3. provide to the Disclosing Party a certificate, signed by an officer of the Receiving Party, confirming that the obligations referred to in clauses 7.1.1 and 7.1.2 have been met.
   2. As an exception to its obligations under clause 7.1, the Receiving Party may retain one copy of the Confidential Information, in paper form, in the Receiving Party’s legal files for the purpose of ensuring compliance with the Receiving Party’s obligations under this Agreement.
   3. Following the date of any termination of this Agreement, or any return of Confidential Information to the Disclosing Party (“**Final Date**”), (a) the Receiving Party shall make no further use of the Confidential Information, and (b) the Receiving Party’s obligations under this Agreement shall otherwise continue in force, in respect of Confidential Information disclosed prior to the Final Date, in each case [for a period of [1] [5] [10] [15] [20] years from the [date of this Agreement][Final Date]] [without limit of time].
7. **General**
   1. The Receiving Party acknowledges and agrees that all property, including intellectual property, in Confidential Information disclosed to it by the Disclosing Party shall remain with and be vested in the Disclosing Party.
   2. This Agreement does not include, expressly or by implication, any representations, warranties or other obligations:
      1. to grant the Receiving Party any licence or rights other than as may be expressly stated in this Agreement;
      2. to require the Disclosing Party to disclose, continue disclosing or update any Confidential Information;
      3. to require the Disclosing Party to negotiate or continue negotiating with the Receiving Party with respect to any further agreement, and either party may withdraw from such negotiations at any time without liability; nor
      4. as to the accuracy, efficacy, completeness, capabilities, safety or any other qualities whatsoever of any information or materials provided under this Agreement.
   3. This Agreement shall be governed by and construed in accordance with laws of the Republic of Ireland and each Party agrees to submit to the [non-]exclusive jurisdiction of the courts of the Republic of Ireland.

**Agreed by the Parties through their authorised signatories:**

|  |  |
| --- | --- |
| **For and on behalf of** | **For and on behalf of** |
| [*Insert full legal name of the RPO*] | [*Insert full legal name of the COMPANY*] |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |