



# CONFIDENTIALITY AGREEMENT & INTELLECTUAL PROPERTY AGREEMENT

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## Confidentiality Agreement

The purpose of the Confidentiality Agreement is to ensure the integrity of the business of Mobius Institute and the Mobius Institute Board of Certification (MIBoC), hereafter called Mobius. Officers and consultants (including Mobius personnel and committee members) authorised to release information obtained during the course of Mobius business must be aware of the potential ramifications to that disclosure.

Any information furnished to you, by or on behalf of Mobius, shall be used solely for the purpose of your role with Mobius and shall not be disclosed to any third party without the prior written consent of the Mobius Board of Directors, except where the law requires such information be disclosed.

Information about students and/or candidates shall not be released to third parties without their permission, except as may be required by law.

In the case of examination results, only the exam candidate can authorise the release of this information to a third party.

## Intellectual Property Agreement

The purpose of this Intellectual Property (IP) Agreement is to ensure security of Mobius proprietary knowledge and intellectual property. Such material may be created during employment and/or consultation with, and for Mobius, or may already be in existence and owned by Mobius prior to any employment or consultation arrangement. IP covered by this agreement includes financial information, client information, business development information, information related to training materials or certification examinations or processes, operations, manuals and any other material or knowledge related to Mobius activities and considered to be confidential and not in the public domain. This therefore refers to any information (written, oral or electronic) not publicly available and includes all such information relating to the operations and activities of Mobius. Where applicable this agreement requires the return of materials to Mobius at the completion of a contract or a body of work. The scope of this agreement includes persons representing Mobius or persons working for or contributing to the business of Mobius in the following categories:

- Members of the Board
- Members of the Scheme or Technical Committees
- Personnel of Authorised Training Centers
- Personnel of Authorised Examination Centers
- IT and web contractors
- Other individuals and businesses employed or contracted by Mobius
- Sub-contractors
- Consultants
- Mobius personnel

### Agreement to the following terms and conditions:

(Please Tick)

- I acknowledge that I have been informed of my duties and responsibilities when acting as a member of Mobius personnel, committee member, representative or consultant.
- I agree to be bound by the confidentiality requirements in my dealings with, for or on behalf of Mobius. All material is considered confidential unless in the public domain or declared otherwise by a member of the Mobius Board.
- I acknowledge that I have been informed of my duties and responsibilities regarding intellectual property of Mobius.
- I agree to be bound by this Intellectual Property Agreement in my dealings with, for or on behalf of Mobius, and will keep secure all intellectual property material belonging to Mobius during and after employment or association with Mobius, per the obligations above. Upon the conclusion of employment or association with Mobius, all intellectual property in my possession, in any format or media, shall be returned to Mobius within a period to be specified by Mobius.

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(Full Name) \_\_\_\_\_

(Year of Birth): \_\_\_\_\_

(Signature) \_\_\_\_\_

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

(Your information is treated with care and confidentiality and only Mobius Institute and MiBoC will have access to your information. To view our full data privacy policy, please click here: <https://www.mobiusinstitute.com/privacy-policy/>)