

# Confidentiality Agreement

The plain-language confidentiality terms every person with access to Etropo systems or customer data signs.

Version 1.0 · Last reviewed 22 October 2026 · Owner: Security Lead, [security@etropo.com](mailto:security@etropo.com) · Current version at <https://trust.etropo.com/resources/confidentiality-agreement>

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This is the agreement Etropo asks every employee, founder and contractor to sign before they receive access to Etropo systems or customer data. It is published so customers can see what the people who may touch their data have committed to. It is not legal advice; Etropo's standard engagement contract contains the governing confidentiality terms, and this document restates them in plain language.

## 1. What is confidential

- **Customer data.** Everything a customer puts into Etropo or connects to it: budgets, actuals, invoices, comments, the content of connected services, and the personal data of the customer's users.
- **Etropo's information.** Source code, architecture, credentials and keys, security findings, vendor contracts, financials, product plans, and anything marked or obviously meant to be internal.
- **Third-party information** that Etropo holds under an obligation of confidence, including vendor security reports shared under NDA.

Information that is public, or that the person already lawfully knew, is not confidential.

## 2. What the signer agrees

1. To use confidential information only to do their work for Etropo.
2. Not to disclose it to anyone outside Etropo, and inside Etropo only to people who need it for their work.
3. Not to copy customer data to personal devices, personal accounts, removable media, or tools not on Etropo's subprocessor list, and not to put it into AI assistants other than those Etropo operates.
4. To protect credentials and keys as described in the Acceptable Use Policy, and never to share them.
5. To report any suspected loss, misuse or unauthorised disclosure immediately to [security@etropo.com](mailto:security@etropo.com).
6. On leaving, to return or destroy all confidential information in their possession and to confirm that in writing; the obligation of confidence continues after the engagement ends.
7. That the obligations also cover information learned by accident, for example seen on a screen or in a log.

### 3. What is allowed

Disclosure required by law or a court order, after telling Etropo where legally possible. Reporting a genuine concern to a regulator under whistleblower protections.

### 4. Acknowledgement

*"I agree to the terms above for the whole of my engagement with Etropo and afterwards.*

Name: \_\_\_\_\_ Role: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ For Etropo: \_\_\_\_\_ "

Signed copies are kept with the person's engagement record. Version 1.0, October 2026.

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This PDF is a snapshot. The page at <https://trust.etropo.com/resources/confidentiality-agreement> is the current version.