

Social Media Manager Confidentiality Agreement

This Confidentiality Agreement ("Agreement") is entered into between the undersigned Social Media Manager ("Manager") and the client ("Client") for the purpose of protecting confidential information disclosed in the course of providing social media management services.

1. Definition of Confidential Information

For the purposes of this Agreement, "Confidential Information" refers to all non-public information or data disclosed by the Client to the Manager, in any form, including but not limited to:

- Social media account credentials and access details
- Business strategies, campaigns, and content plans
- Client lists, contacts, and analytics data
- Marketing budgets and expenditure reports
- Any other information marked as confidential or that should reasonably be understood as confidential

2. Obligations of the Social Media Manager

The Manager agrees to:

- Maintain strict confidentiality of all Confidential Information
- Not disclose Confidential Information to any third party without written consent from the Client
- Use Confidential Information solely for the purpose of providing agreed social media management services
- Take reasonable security measures to protect Confidential Information

3. Exclusions

Confidential Information does not include information that:

- Is or becomes publicly available through no breach of this Agreement
- Is received lawfully from a third party not under an obligation of confidentiality
- Is independently developed by the Manager without reference to the Client's Confidential Information
- Is required to be disclosed by law or court order (with prior notice to Client, if permitted)

4. Term

This Agreement and the Manager's duty to maintain confidentiality will remain in effect throughout the term of engagement and for a period of two (2) years after termination of services, unless otherwise agreed in writing.

5. Return of Materials

Upon termination of services, the Manager will return or destroy all Confidential Information, including any copies or records or extracts thereof, upon the Client's request.

6. Governing Law

This Agreement is governed by the laws of _____.

Client Name/Signature Date: _____

Social Media Manager Name/Signature Date: _____