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Vendor Account Request and Confidentiality Agreement

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| --- | --- |
| **Requesting Department** | |
| Department: | |
| Department Contact: | Telephone: |
| Reason for Access: | |
| Dates of Contract with Vendor: | |
| Remote Access? (Yes/No): \*\*\* Requires Remote Access Request Form | |
|  | |
| **Vendor Information** | |
| Company Name: | Telephone: |
| Vendor Name: | |
| Vendor Email: | |
| Vendor Confidential Information | |
| I will not disclose to anyone outside of the University of Redlands, induce the disclosure of, or use in other than University business, any confidential information or material relating to University of Redlands business, either during or after my relationship with the University of Redlands, without the express written permission of the University of Redlands. I also understand that information received in confidence from any University of Redlands customers, or from any other third party, is included within the meaning of this paragraph. | |
| I will not disclose to anyone within University of Redlands, or induce the disclosure of, any confidential information or material relating to University of Redlands business, either during or after my relationship with the University of Redlands, without the express written authorization of that party’s need to know. This applies to information flow between distinct departmental areas of the University of Redlands, as well as among members of any one departmental area. | |
|  | |
| I will not disclose to the University of Redlands, or induce the University to use in any way, any confidential information or material belonging to others. | |
| I acknowledge receipt of a copy of this agreement and agree that with respect to the subject matter hereof, it is my entire agreement with the University of Redlands, superseding any previous oral or written agreements with the University. | |
|  | |
| Vendor Signature: | Date: |
|  |  |
| Requester Signature: | Date: |
|  | |
| **IT - Internal Use Only:** | |
| ITS Signature: | Date: |
| Creation Date: | Expiration Date: |
| Vendor Domain Account Name: | |