

Non-Disclosure Agreement for Confidential Information for Spouses

On this date _____, Trent Law Firm, PLLC ("Company") and the undersigned ("Spouse") agree to the following:

1. **Purpose:** Spouse is the spouse of an employee of Company. Said employee ("Employee") shall be listed below on this Agreement. Employee wishes to work remotely (i.e. offsite from Company premises and at Employee's residence) on certain occasions and in certain circumstances. Company is agreeable to such an arrangement upon certain conditions, including a Non-Disclosure Agreement signed by any adults who live at Employee's residence. In the course of Employee working remotely, Spouse will mostly likely never come in contact with any information that may be deemed proprietary or confidential by Company due to the precautions Company requires its employees take in this regard. (For example, Company has a policy for the security of physical and electronic documents when such documentation is kept outside of the Company's premises that requires Employee to ensure documents (including electronic documents on laptops) are not left unattended, are kept confidential, are properly secured and, when necessary, are properly disposed via shredding). However, it is possible that Spouse may see or overhear certain information. This information may include Confidential Information that may be protected from disclosure under attorney-client privilege, as explained in the Iowa Rules of Professional Conduct and the Iowa Code, or information that is sensitive in nature for Company. As such, this Agreement is made out of an abundance of caution to protect Company's business and clientele.
2. **Confidential Information:** "Confidential Information" includes but is not limited to names or identities of clients (and their personal information), private correspondence to and from clients or third parties on clients' behalf, internal attorney-work product, strategy, notes, client files and related documentation, and any and all of Company's information or materials that may be protected from disclosure under the attorney-client privilege as explained in the Iowa Rules of Professional Conduct and the Iowa Code. Spouse agrees to review said requirements and has had his or her questions about said requirements answered prior to signing this document. Confidential Information also includes but is not limited to financial information about the Company and personnel or personal details of other employees or owners at Company.
3. **Disclosure & Use:** Spouse may not disclose or use Confidential Information in any way, except if required by law, regulation or a valid court order. If said disclosure occurs, Spouse must immediately notify Company in writing as soon as possible, but in no situation more than 24 hours from said disclosure.
4. **Term:** The obligations of this Agreement shall apply indefinitely. This means that these obligations will even continue in the event of Employee's termination with the Company or Employee's divorce or separation.
5. **Breach:** In the event of an actual, threatened or intended breach, Company shall be entitled to equitable relief, such as injunction & specific performance, among its other remedies. Due to the unique nature of Confidential Information, there can be no adequate remedy for any breach, that any such breach may result in irreparable harm to Company & its clients. Therefore, upon any such breach or any threat thereof, Company shall be entitled to appropriate equitable relief and whatever remedies it might have at law and to be indemnified by Spouse from any loss or harm, including, without limitation, attorney's fees, in connection with any breach or enforcement of the obligations hereunder or the unauthorized use or release of any such Proprietary or Confidential Information.
6. **Legal Advice:** Company has not provided any legal advice to Spouse regarding this Agreement, other than to seek legal advice from his or her own legal counsel prior to signing.
7. **Entire Agreement:** This Agreement sets forth the entire understanding and agreement of the parties with respect to the subject matter of confidentiality hereof and supersedes all other oral or written representations and understandings. This Agreement may be amended or modified only in writing.

Trent Law Firm, PLLC

SPOUSE

By: _____
Brooke Trent, manager-member

By: _____
Printed Name: _____

NAME OF EMPLOYEE: _____