



## **Non-Disclosure Agreement (NDA)**

*(Web Development, Confidentiality & Social Media Policy & Procedure)*

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Follow this channel for insights at the intersection of social media and the law, covering a wide array of issues from employer liability to privacy, from advertising rules to IP matters, and more.

Shadow infosystem (P) Limited was formed around our own technical approach to IT Professionals, dedicated support. Our process is designed to be transparent, responsive and dynamic, necessary in our fast-paced IT Services Industry.

We're not a labour company, at least not like traditional agencies. We provide best support and services management for a broad range of IT services providers, including Social Media Marketing, Search Engine Optimisation and its promotional services.

Our strict and disciplined approach toward client confidentiality and careful corporate governance and compliance has earned us the trust and confidence of our most security-minded of clients, including tech innovators, Govt of India's Projects, Corporate World, Celebrities, Social Work and Political Parties.

### **1. General Policy & Agreement**

In accordance with confidentiality provisions set forth and described in our Service Provider and Employment agreements, as well as provisions contained within our Terms & Conditions and Non-Circumvent Non-Disclosure Agreements, we courteously remind our associates, employees, partners, service providers, vendors and applicable stakeholders that when you agree to accept a position, agree to the scope or elect to perform a job for our company, you have also agreed to adhere to all terms, stipulations, restrictions and requirements our company agrees to, as part of its master service agreement, including but not limited to non-disclosure agreements, confidentiality directives, privacy protocols or security instructions we agree to perform.

### **2. Website, Social Media, Photographs & Video**

Due to the sensitive and exclusive nature of most events, as well as corporate confidentiality and securities regulations, it's our general policy that we prohibit anyone from taking pictures, posting or making public comment on or about any of company's executive committee members, employees, attendees, partners, speakers - as well as it's brand assets, product knowledge, proprietary content and other such protected information.



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Noida-201301 (UP) INDIA

Mob: 8285560008, 8800384880

### **3. Consent**

The client gives all the credentials/information/media plan for the website and social media, it is also his/her responsibility to check the authenticity.

Before doing any post or promotional activity on social media, we take consent from the client. If Facebook/Instagram found violation of page policy then your campaign would be gone in under review or rejected.

All Social Media Profile, Page, Add Manager or campaign admin and financial right given by the client must be removed or change passwords itself after closing the contract, the company will not be responsible for any mischance. Paid campaign fund must be added Card/Paytm by client-side. Don't send any financial access/card details etc to anyone.

We take your PC on remote and add financial details in your presence.

You should put a fund limit campaign according to your budget during card add.

We wouldn't handover any service control, login id, passwords or project backup until the full & final payment settlement has done by the client.

### **4. Responsibility of Client, Employee and the Company:**

Build relationships with key employees among customers, create plans to address client's' business needs. Clients and Key employees creating mutually profitable processes

The working process should be employees and customer-oriented attitude. The client must use professional behaviour with our employees either in writing or oral conversation and, the employees should have maintained dignity too with the client.

"The client can't approach directly or indirectly to our employee for work separately or freelance basis if the employee is on the payroll of the company or until one year from the date resignation if the employee left or terminated by the company. In case any of our employees trying to approach you for freelance work or other than official project, then you must inform management immediately. We have rigorous legal provision for both (Client/Employee) if they violate to policy"

### **5. Data and Brand Protection**

We keep client all data and password in protected mode and that information has been shared only with those employee(s) who have participated in the project.

The client should have changed its password frequently and make a new strong password. It is the client responsibility to provide that related/running project user id and password with our authorised person only.

We provide just internet advertising services for lead generation, behavioural target audience etc, and that advertisement running on social media platforms and google terms and conditions. Our company will not responsible for that data authenticity, complaint and its purpose of that data misused by our client.

### **6. Conclusion**

Our clients respect our team's determination to protect their integrity and support their business goals, therefore we have a zero-tolerance policy. Failure to comply with any of these guidelines, or the terms and guidelines set forth in our employee(s) agreement, or any client terms and conditions to which we are bound, shall result in immediate dismissal and the termination of any existing engagement agreements.



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Although there are some conditions in which may be able to post and share details of our participation, the legal landscape can be confusing and unforgiving. We recommend all our employees stay focused on the work at hand and avoid excuses at all.

Any dispute between the company, client and employee should be resolved by mutual discussion or trail mail among themselves. No such case should be write review on social media or open platform website. By doing this, the image of both can be tarnished and on doing this our company shall take legal action for brand-damaging.

We're happy to make that request for you. Otherwise, err on the side of caution.

- The company have solo right to modify in NDA according to the change in company policy without any prior notice
- Any dispute would be subjected to Gautam Budh Nagar District Court (Noida)

For more information, please review our Terms & Conditions or contact our compliance team at 828-556-0008 | [info@shadowinfosystem.com](mailto:info@shadowinfosystem.com)

**Company Name:**

**(Shadow Authorised Person)**

**Client Name:**

**Contact No:**

**Name: Savita Verma**

**Email Id:**

**Designation: HR Manager**

**UID No:**

**Employee ID: SI/HRD/1125**

**Address:**

**Signature:**

**Signature:**

**I Agree ( )**

**or**

**I Disagree ( )**

**Remark(s):**