Ashford Business Services Ltd

Candidate Confidentiality Agreement

Between Ashford Business Services Ltd **and** 9 November 2026

Date: 9 November 2026

1. Purpose During the recruitment process for the role of Office Manager**, the Candidate may receive confidential information about** Ashford Business Services Ltd**. This agreement protects that information.**

2. Confidential information Confidential information means any non-public information disclosed to the Candidate in connection with the recruitment process, including business plans, financial data, product details, customer lists and interview materials.

3. Obligations The Candidate keeps all confidential information strictly private.

The Candidate uses it only to participate in the recruitment process.

The Candidate does not copy, share or discuss it with any third party.

On request, the Candidate returns or destroys all copies.

4. Duration These duties last for 2 **years from the date above, whether or not the Candidate is hired.**

5. General This agreement is governed by the laws of jurisdiction**. It does not create an employment relationship.**

Sign-off

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Important: this is a general template, not legal advice. Laws differ by country, state and industry. Have a qualified lawyer review this document before you rely on it. Delete this notice before circulating the finished document.