



CONFIDENTIALITY AGREEMENT

Professional Services Contract (Inspector/Consultant) Amendment

Purpose, the purpose of this Confidentiality Agreement is to protect the identity and privacy of our client(s). All staff, employees, and independent contractors encountering personal and sensitive information about client(s) associated with this amendment to original agreement. Therefore, it is very important to refrain from disclosing any information to third parties about our client(s) to avoid possibly causing harm or duress.

Property/Project Name: _____

Address: _____

Confidential, client information should never be discussed in the presence of third parties, except under the Terms outlined below. Any files and/or documents containing confidential information should never be shared or released to third parties, except under the Terms outlined below.

Confidential information includes, but is not limited to, the following:

- a) Identifying information about client(s), including name, address or phone number;
- b) Information relating to the client's family;
- c) Information regarding the client's financial status;
- d) Any other information that would identify the client or potentially place the client(s) and/or family members at risk.

Terms, by signing this Confidentiality Agreement, *Sutton Inspecting & Consulting, LLC* agree to be held to the highest ethical standards and to abide by the following provisions:

- a) All communications between staff, employees, independent contractors and client(s) are confidential.
- b) The staff, employees, and independent contractors shall not disclose confidential information to a third party without client(s) express consent to release such information.
- c) Posting or advertising of client(s) information (including pictures) on websites, social media, etc. where information is/can be shared, in whole in part, with general public.

The staff, employees, and independent contractors shall not disclose confidential information to a third party without *Sutton Inspecting & Consulting, LLC* knowledge and consent of client(s).

I, we, understand that as staff, employee, /or independent contractor of *Sutton Inspecting & Consulting, LLC*, there is a duty to keep client(s) information confidential at all times.

Sutton Inspecting & Consulting, LLC understands that my/our failure to abide by the terms of this Confidentiality Agreement may result in the termination of the original agreement.

Sutton Inspection & Consulting, LLC

Robert Sutton (TREC 23193)
President

Date

CLIENT (_____)

Authorized Signature
Title: _____

Date