



## SAMPLE INTERNAL CONFIDENTIALITY AGREEMENT

Confidentiality is very important to the attorney-client relationship. It is critical that all client confidences be protected at all times by those who on behalf of this firm assist any client during our legal representation of them. This applies to every lawyer and all non-lawyer staff. This law firm requires each and every member of the firm to maintain all confidences of all clients without exception and understand that **this duty to the client continues even after our legal representation of the client is over and even after you leave the firm.** A failure on the part of the firm to maintain confidentiality could compromise or prejudice the client and at the very least would be a serious breach of the client's trust in this firm. As a general rule, **nothing** learned in this office (including information that may be learned from casual conversation) **shall ever**, under any circumstances, **be disseminated to anyone** – spouses and family members included – outside of this law firm. Even information that may already be “public knowledge” is not to be discussed by you with anyone outside the firm. Discussions with another member of the firm regarding a client's matter should whenever possible occur within the firm where the client's confidentiality can be best protected; however, if circumstances arise where you must discuss a client's matter **while outside the firm, you must take whatever precautions are necessary** to prevent anyone else from overhearing you. Our clients deserve to have their matters handled in a professional and confidential manner at all times and our firm will not waiver from this principle.

Any questions about this policy should be directed to your supervisor, or the firm administrator. By signing below you acknowledge your understanding and acceptance that any indiscretion with any client confidence is grounds for immediate termination.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** This material is intended as only an example which you may use in developing your own form. It is not considered legal advice and as always, you will need to do your own research to make your own conclusions with regard to the laws and ethical opinions of your jurisdiction. In no event will **ALPS** be liable for any direct, indirect, or consequential damages resulting from the use of this material.