BLACKSTONE LEGAL

COMMERCIAL COUNSEL

Mutual Non-Disclosure Agreement

A jurisdiction-neutral starting point for mutual confidentiality obligations, permitted use, exclusions, duration, return of information, and signatures.

CONTROLLED DOCUMENT · NS-028-2026

Mara Klein · 4 August 2026

Document contents

Document status	Review basis	Version
Draft for review	Organization-specific adaptation required	1.0

0.1 Parties and purpose

Identify each party, effective date, authorized representatives, and the specific business purpose for exchanging information.

Document control	Detail
Owner	Mara Klein
Reference	NS-028-2026
Effective date	4 August 2026
Status	Ready for review

0.2 Confidential information

Define covered information, disclosure formats, marking expectations, information derived from disclosures, and permitted recipients. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.3 Exclusions

Exclude information that is public, already known, independently developed, lawfully received, or released in writing, subject to evidence.

Requirement	Position	Evidence	Owner
Exclusions	Drafted for review	Linked record	Mara Klein
Jurisdiction check	Required	Legal review	Counsel

0.4 Use and protection

Limit use to the stated purpose and require proportionate safeguards, access restriction, notice of misuse, and responsible handling. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.5 Required disclosure

Set a process for legal compulsion, advance notice where permitted, protective measures, and minimum necessary disclosure. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.6 Term, return, and survival

Define agreement term, confidentiality duration, return or deletion, archival exceptions, and obligations that survive. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.7 Ownership and remedies

Clarify ownership, absence of licenses or warranties, equitable remedies where lawful, liability, and no commitment to transact. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.8 Notices and general terms

Record notices, assignment, amendments, waiver, severability, counterparts, governing law placeholders, and entire agreement. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

0.9 Approval and signatures

By signing, the parties confirm that they have reviewed the document and accept the recorded decision or terms.

> ***Review notice:*** *Review and adapt this template with qualified professional advice before relying on it.*

Name *

Title or role *

Signature *

Date *