

Non-disclosure Agreement Template

Disclaimer: This template is provided for general informational purposes only and does not constitute legal advice. You should have any agreement reviewed by a qualified legal professional before use.

This NDA template is intentionally written in plain language to reflect real ghostwriting workflows. It is suitable for articles, thought leadership, book projects, and confidential brand writing.

NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement (“Agreement”) is entered into on [Date], by and between:

Client:

Name: [Client Full Name / Company Name]

Address: [Optional]

Email: [Client Email]

and

Ghostwriter:

Name: [Your Full Name / Business Name]

Address: [Optional]

Email: [Your Email]

Collectively referred to as “the Parties.”

1. Purpose of the Agreement

The purpose of this Agreement is to protect confidential information disclosed in connection with a ghostwriting engagement, including but not limited to written materials, verbal discussions, drafts, outlines, recordings, and unpublished ideas shared for the purpose of creating written content (“the Project”).

2. Definition of Confidential Information

For the purposes of this Agreement, “Confidential Information” includes any non-public information disclosed by the Client to the Ghostwriter, whether in written, oral, digital, or recorded form, that relates to the Project.

This includes, but is not limited to, manuscripts, drafts, notes, outlines, voice recordings, interviews, business strategies, personal narratives, research materials, and any other proprietary or sensitive information shared during the course of the engagement.

3. Obligations of the Ghostwriter

The Ghostwriter agrees to:

- a) Use the Confidential Information solely for the purpose of performing services related to the Project;
- b) Not disclose the Confidential Information to any third party without the prior written consent of the Client;
- c) Take reasonable steps to safeguard the Confidential Information against unauthorised access or disclosure.

4. Exclusions from Confidential Information

Confidential Information does not include information that:

- a) Is or becomes publicly available through no fault of the Ghostwriter;
- b) Was lawfully known to the Ghostwriter prior to disclosure by the Client;
- c) Is independently developed by the Ghostwriter without reference to the Client's Confidential Information;
- d) Is required to be disclosed by law or court order, provided the Client is notified where legally permissible.

5. Ownership and Use of Work

All written materials created by the Ghostwriter in connection with the Project shall become the exclusive property of the Client upon full payment of all agreed fees.

The Ghostwriter shall not publish, distribute, claim authorship of, or otherwise use the work or Confidential Information without the Client's prior written consent, except where expressly agreed otherwise in writing.

6. Confidentiality of the Relationship

Unless otherwise agreed in writing, the Ghostwriter agrees not to publicly disclose the existence of the ghostwriting relationship or the Ghostwriter's involvement in the Project.

7. Duration of Confidentiality

The obligations of confidentiality under this Agreement shall survive the termination or completion of the Project and shall remain in effect for [two (2) / three (3) / five (5)] years, or indefinitely with respect to unpublished or highly sensitive material, unless otherwise agreed in writing.

8. Remedies for Breach

The Parties acknowledge that unauthorised disclosure of Confidential Information may result in irreparable harm. In the event of a breach of this Agreement, the Client may seek appropriate legal remedies, including injunctive relief, in accordance with applicable law.

9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of [Jurisdiction/Country], without regard to conflict of law principles.

10. Entire Agreement

This Agreement constitutes the entire understanding between the Parties concerning confidentiality and supersedes any prior agreements or understandings relating to the subject matter herein.

Any amendments must be made in writing and signed by both Parties.

11. Signatures

By signing below, the Parties confirm that they have read, understood, and agreed to the terms of this Agreement.

Client Signature: _____

Name: _____

Date: _____

Ghostwriter Signature: _____

Name: _____

Date: _____

