



Staff Confidentiality and IP Agreement

Date _____

1. Parties

This agreement is between **PandaDev** ("the Studio", support@pandadevhub.com) and the team member named in the signature box below ("the Team Member"). It applies to staff, sub-admins and admins who are not engaged under an Independent Contractor Agreement, and adds to any other agreement between them.

2. Confidential information

The Team Member keeps confidential everything they learn through their work that is not public, including client details, contracts, prices, source code, passwords and keys, and the Studio's business information. They use it only to do their work for the Studio, during and after their time with the Studio.

3. Client data and security

The Team Member agrees to:

- Use two-factor authentication on every Studio account and never share passwords or codes.
- Keep client data inside the Studio's systems: never on personal devices, personal email or tools the Studio has not approved, including AI tools.
- Use client data only for the client's project.
- Report a lost device, a suspected breach or a mistake with client data to the Studio straight away.

4. Ownership of work

Everything the Team Member creates for the Studio in their role (code, designs, documents, content) belongs to the Studio, or to the client where the client's contract says so. The Team Member assigns any rights in it to the Studio and will sign any document reasonably needed to confirm this.

5. Clients and staff

For 12 months after leaving, the Team Member will not ask a client they worked with to move work away from the Studio, and will not ask a Studio team member to leave. This does not stop anyone from working where they choose.

6. When the role ends

The Team Member returns or deletes all Studio and client files, and the Studio removes their access, on the last day. Sections 2, 4 and 5 continue after the role ends.

7. Governing law

This agreement is governed by the laws of the place where the Studio is registered.
Electronic signatures are binding.

Signatures

TEAM MEMBER

Name:

Date:

FOR THE STUDIO

Name:

Date: