

भारत सरकार / Government of India  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय  
Ministry of Electronics & Information Technology  
राष्ट्रीय सूचना-विज्ञान केंद्र / National Informatics Centre  
**राष्ट्रीय डेटा केंद्र / National Data Centre**  
इकाई-IV, सचिवालय मार्ग, भुवनेश्वर- 751001 / Unit-IV, Sachivalaya Marg, Bhubaneswar-751001

## Non Disclosure Agreement (NDA) for Visitors

*This Visitor Non-Disclosure Agreement (“Agreement”) is made effective as of the date of signing by and between **NDC Bhubaneswar** and the undersigned **Visitor**.*

*The Visitor is being granted access to NDC Bhubaneswar’s premises, systems, facilities, or personnel for an authorized purpose. During such visit, the Visitor may come into contact with confidential, proprietary, or sensitive information belonging to NDC Bhubaneswar .*

*Confidential Information includes, but is not limited to – (a) Business strategies, operational processes, and internal procedures (b) Technical information, system architecture, software, and security control (c) Customer, supplier, and employee information (d) Financial, commercial, and contractual data (e) Any documents, materials, discussions, or observations not publicly available.*

*The Visitor agrees to (a) Keep all Confidential Information strictly confidential (b) Not to disclose such information to any third party without prior written authorization (c) Not use such information for personal, commercial, or competitive purposes (d) Follow all security, privacy, and safety requirements of NDC Bhubaneswar during the visit (e) Return or destroy any confidential materials received, if requested.*

*Without prior written consent, the Visitor shall not (a) Photograph, record, or duplicate materials (b) Access restricted areas, systems, or data (c) Remove property, documents, or electronic files of NDC Bhubaneswar .*

**Visitor’s consent for Use of Personal Data :** *The Visitor hereby acknowledges and consents to the collection, processing, storage, and use of his/her personal data by NDC Bhubaneswar for official business purposes, administrative requirements, compliance obligations, and any lawful activities necessary for handling visitor management process.*

**Duration of Confidentiality :** *The obligations under this Agreement shall remain forever, or until such information lawfully enters the public domain.*

**Legal Remedies :** *The Visitor acknowledges that any breach of this Agreement may cause irreparable harm to NDC Bhubaneswar and may result in legal action, injunctive relief, and claims for damages.*

**Governing Law:** *This Agreement shall be governed by and interpreted in accordance with the laws of India.*

आगतुक का नाम / Visitor Name	
पदनाम / Designation	
मोबाइल नंबर / Mobile No.	
संगठन/ Organization	
पता / Address	
यात्रा का उद्देश्य / Purpose of Visit	
तारीख/ Date :	
हस्ताक्षर / Signature :	
एनडीसी भुवनेश्वर के अधिकृत प्रतिनिधि का नाम / Name of Authorized Representative of NDC Bhubaneswar	
पदनाम / Designation	
मोबाइल नंबर / Mobile No.	
तारीख/ Date :	
हस्ताक्षर / Signature	

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