



LLB 397/ 3397 Legal Internship Program
CONFIDENTIALITY AGREEMENT

I.....

(Full Name)

of

(Address)

Acknowledge the following principles:

- Legal professionals must keep their clients' affairs confidential.
• Clients' confidential information belongs to them and not to their legal professionals.
• I should immediately tell my internship supervisor if I personally know any of the legal professional's clients or any person who is mentioned in a client matter because the supervisor might prefer not to give me any access to information about that matter in the circumstances.
• I am only to look at papers relating to client matters when it is necessary and I am not to look through files or papers without the legal professional's permission.
• I should not discuss any client matters with anyone not associated with this firm/organisation.
• Generally, I may discuss a client matter in broad terms without identifying the client or giving any information which will allow the client to be identified and I must exercise great care in doing so.
• Possible consequences of wrongly disclosing client information:
- A person or company may suffer financial loss or have their feelings and/or family hurt.
- A client could take legal action against the solicitor/person who revealed the information.
- Obvious embarrassment.
- Others may then misuse the information for their gains.
• I understand that if I attend court there is nothing to stop me discussing what I have observed in a public courtroom unless the court is closed to the public for any reason.

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Signature of Student

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Signature of Internship Supervisor

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Please give this signed document to your Internship Supervisor for their records