

Translator Confidentiality & Non-Disclosure Agreement (NDA) and Payment Terms

All translators engaged by Tranzlatex operate as independent freelance contractors and are required to comply with the following confidentiality, non-disclosure, and payment provisions.

1. Confidentiality of Client Materials

Translators shall treat all materials provided by Tranzlatex or its clients as strictly confidential. This includes, but is not limited to:

- Written documents, contracts, reports, and forms
 - Audio and video recordings for transcription
 - Any personal, sensitive, or proprietary information
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2. Authorized Use of Client Content

Client materials may be used solely for the purpose of completing the assigned project. Translators are strictly prohibited from:

- Sharing, distributing, or reproducing client files
 - Using content for personal training, marketing, or portfolio purposes
 - Publishing or disclosing client information, whether online or offline
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3. Non-Contact Policy

Under no circumstances may translators initiate direct communication with Tranzlatex clients. All correspondence shall be routed exclusively through the Tranzlatex project management team. Unauthorized direct contact, including but not limited to email, phone calls, or messaging, constitutes a breach of this agreement.

4. Data Handling & Retention

All client files must be securely stored for the duration of the project and must:

- Be deleted within **30 days** of project completion
- Be removed immediately if instructed by the Tranzlatex team
- Not be backed up, archived, or retained beyond the permitted timeframe

5. Payment Terms

Payments will be processed on a **daily, weekly, or monthly** basis as mutually agreed.

- Advance payments of up to **25%** of the project value may be provided upon request; however, Tranzlatex generally issues payment upon satisfactory completion of the project.
- Translators must provide accurate and complete banking or payment details to the assigned project manager, who will oversee the payment process.
- All payments are subject to adherence to the terms of this agreement.

6. Confidential Communication Scope

Project-related discussions must remain strictly internal to Tranzlatex. Translators may only share or discuss project information with:

- Authorized Tranzlatex project managers
- Designated team members assigned to the project

Any disclosure of project details to unauthorized individuals is strictly prohibited.

7. Compliance & Consequences

Any breach of this NDA may result in:

- Immediate termination of the translator's engagement with Tranzlatex
- Withholding of payment for non-compliance
- Legal proceedings to protect client confidentiality, enforce data security, or seek damages