The Department of Treasury and Finance (‘the Lead Department’) has accepted for Prequalification the Service Providers who have indicated their compliance with the standing offer Agreement for the provision of Marketing Services, thereby establishing the Marketing Services Register (‘the Register’).

A condition of providing you with access to the Register is that you agree on behalf of yourself and your organisation to:

1. treat as secret and confidential all Confidential Information;
2. only use the Information for the purposes of joining the Register and purchasing through the Register;
3. not use the Information for the purpose of ‘bench marking’, or any other form of price comparison or analysis, unless directly related to the process of joining the Register;
4. not allow any other person access to the Confidential Information without the permission of the Lead Department’s Category Manager (‘Category Manager’) and provided always that such internal disclosures and discussions be on the same terms as outlined in this Terms of Use document;
5. not copy or reproduce the Confidential Information (in whole or in part) without the approval of the Category Manager;
6. take all necessary precautions to prevent unauthorised access to or copying of the Confidential Information in your or your organisation’s control;
7. fully comply with the Information Privacy Principles and any applicable Code of Practice, pursuant to the *Privacy and Data Protection Act 2014* (Vic); and
8. immediately notify the Category Manager if you become aware that the - Information is being used in breach of any of the above conditions.

**Confidential Information** means information that is by its nature confidential, is designated as confidential or you know or ought to know is confidential and includes without limitation, information relating to the terms of the Register; the Service Provider’s pricing information (including reviews, rebates or discounts (if any)); information about work the Service Provider has previously undertaken; and any technical, scientific, commercial, financial or other information of, about or in any way related to the Register, but does not include information which is:

1. publicly known or becomes publicly known, other than by breach of the any of the above conditions or any other obligation of confidentiality;
2. disclosed to you or your organisation without restriction by a third party and without any breach of confidentiality by the third party; or
3. developed independently by you or your organisation without reliance on any Confidential Information.

**Information** means any information, including any Confidential Information that is about, recorded on, or in any way related to the Register.

Should your organisation join the Register, you agree on behalf of yourself and your organisation to:

1. comply with the terms and conditions of the Agreement for the provision of Marketing Services;
2. comply with any reasonable directions of the Lead Department;
3. not incur any obligation or make any representation on behalf of the Lead Department without the prior written consent of the Lead Department;
4. be solely responsible for the negotiation and conduct of individual procurements made through the Register; and
5. participate in any performance assessment process that the Lead Department may require.