

CONTRACTOR DATA AND CONFIDENTIAL INFORMATION RETURN TEMPLATE

1. Party Details

Contractor Name:	
Company Name (if applicable):	
Client / Company Name:	
Contract Agreement Date:	
Contract Termination Date:	

2. Declaration of Return and Destruction

The Contractor hereby certifies and represents that they have undertaken a comprehensive search of all their systems, storage devices, and physical files, and have performed the following actions:

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Physical Assets and Documents: All physical documents, files, research, notes, drafts, keys, access cards, and company-provided equipment have been physically returned to the Client.

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Digital Files and Client Data: All digital files, databases, source code, client records, and credentials stored on personal or third-party cloud services have been permanently deleted and purged from all active systems, backups, and trash folders.

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Account Access: All logins, passwords, security tokens, and access rights to the Client's systems, networks, communication tools, and software accounts have been relinquished, and no credentials have been retained.

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Third-Party Transfers: Any confidential information shared with authorized subcontractors or agents has been similarly returned or permanently destroyed in accordance with the terms of the original agreement.

3. Inventory of Returned Materials

Description of Item / Data Group	Format (Physical / Digital)	Action Taken (Returned / Destroyed)

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4. Acknowledgement and Sign-Off

By signing below, the Contractor certifies under penalty of breach of contract that the information provided in this document is accurate and complete, and that no confidential information or data belonging to the Client has been intentionally retained.

Contractor Signature:

Printed Name:

Title:

Date:

Received / Verified By (Client):

Printed Name:

Title:

Date: