

[Date]

[Arbitrator Name]

[Arbitrator Title/Organization]

[Address]

[City, State, Zip Code]

RE: Letter of Instruction Regarding Confidentiality Protocols - [Case Name/Reference Number]

Dear [Arbitrator Name],

Pursuant to the agreement between the parties in the above-referenced matter, this letter serves as a formal instruction regarding the confidentiality protocols to be observed throughout these arbitration proceedings.

To ensure the protection of sensitive information, the following protocols are hereby established:

- **Confidentiality of Proceedings:** All hearings, meetings, and communications related to this arbitration shall remain strictly private and confidential.
- **Document Handling:** All documents, evidence, and briefs exchanged shall be treated as confidential and used solely for the purposes of this arbitration.
- **Sensitive Information:** Any information designated as "Highly Confidential" or "Trade Secret" shall be subject to restricted access as outlined in the attached Protective Order.
- **Data Security:** Parties and the Arbitrator shall utilize secure encrypted platforms for the electronic transmission and storage of case-related data.
- **Non-Disclosure:** No information regarding the existence of the arbitration, the nature of the claims, or the final award shall be disclosed to third parties without written consent from all involved parties, except as required by law.
- **Post-Arbitration Disposal:** Upon the conclusion of the matter and the expiration of any appeal periods, all confidential materials must be returned to the producing party or destroyed, with a certification of destruction provided.

Please acknowledge your receipt and acceptance of these instructions by signing below and returning a copy to both parties.

Sincerely,

[Signature of Party A/Counsel]

[Printed Name]

[Company/Firm Name]

[Signature of Party B/Counsel]

[Printed Name]

[Company/Firm Name]

Acknowledgment:

I, [Arbitrator Name], hereby acknowledge receipt of these instructions and agree to abide by the confidentiality protocols stated above.

Signature: _____ Date: _____