## CONFIDENTIAL COMPANY AND CLIENT INFORMATION

The Confidentiality Policy defines and describes the management of confidential information for all employees of [Organization Name]. We believe that company and proprietary information and all information relating to [Organization Name] employees and clients are confidential, and every safeguard should be taken to ensure information is kept confidential. This policy further outlines our commitments to our employees and clients how we will handle this information.

Protecting the privacy and confidentiality of personal information is an important aspect of the way [Organization Name] conducts its business. Collecting, using, and disclosing personal information in an appropriate, responsible, and ethical manner is fundamental to [Organization Name]’s daily operations.

SCOPE

Our company relies upon employees and business partners to properly develop, maintain, and operate our systems, networks, and processes which keep our sensitive information safe and properly used. This means that every person and organization handling our information has the responsibility to keep information safe, no matter where the information is located. This includes computing systems, networks, paper copies, business processes, and verbal transmission of information.

POLICY

Company Confidential information

[Organization Name] requires all employees to handle all personal and business information regarding confidential materials, intellectual and proprietary property, pending business transactions and sales, partnerships, supplier pricing, IT information, access and processes as well as personal, personnel and client information gained through the course of their regular job duties in a confidential and appropriate manner.

Employees agree that if confidential information is not effectively protected, the operations and reputation of [Organization Name] may be threatened and may suffer irreparably.

All employees shall keep confidential and shall not, during the continuance of their employment or any time after the termination thereof, without the express written consent of [Organization Name], disclose to any person or organization any information of [Organization Name] or its partners to which an employee may have acquired during employment or partnership.

Failure to adhere to this policy may result in disciplinary action up to and including termination of employment.

Client Information

[Organization Name] requires all employees to handle sensitive personal client information in a confidential and appropriate manner. It is understood that employees of [Organization Name] will become aware of confidential information regarding our clients through the course of their employment. Employees agree that if confidential information is not effectively protected, the operations of [Organization Name] may be threatened, and the well-being and privacy of our clients may suffer irreparably. The rules by which information is handled are determined by the regulations, business requirements, and company commitments relating to that type of information. Only the information required to achieve the desired business outcome will be collected and will remain confidential.

Every employee, vendor, contractor, supplier or vendor, agent or representative of our company must be aware of the significance of the information being handled and ensure that proper controls are applied to prevent copying, disclosure, or other misuse of the information.

Employees are required to keep all confidential information, both about the Company and our clients, confidential both during and after their term of employment. Employees shall not divulge, disclose, provide or disseminate confidential or private Information to any third party not employed by [Organization Name] at any time, unless [Organization Name] gives written authorization.

Return of Company Property

You agree that all confidential and proprietary information of [Organization Name], which includes, but not limited to files, confidential information, spreadsheets, proprietary information, client information and other documents or papers (and all copies thereof) relating to the Company, including such items stored in computer memories, computer disks or by any other means, made or compiled by or on your behalf during your employment, or made available to you relating to the Company or any affiliate of the Company, shall remain the property of the Company, and shall be delivered, along with any copies thereof, to the Company promptly upon the termination of your employment with the Company for any reason whatsoever or at any other time upon request and you confirm that you shall not keep any reproductions thereof.

**Consequences**

Failure to adhere to this policy may result in disciplinary action up to and including termination of employment.