WORKING FROM HOME CONFIDENTIALITY POLICY

Confidentiality of information is vitally important to [Organization Name] in every capacity. There will be times in which employees of [Organization Name] will be exposed to privileged information that is confidential, private, and/or proprietary in nature.

Employees of [Organization Name] must keep all proprietary information private and secure at all times to protect our business. The purpose of this policy is to outline the responsibilities of various workplace parties regarding the careful protection of company, client, and employee information and proprietary data.

DEFINITIONS

For the purposes of this policy, “proprietary information” refers to any type of confidential business information or intellectual property associated with or belonging to [Organization Name]. This may include but is not limited to: client information, company policies or private information, internal processes, technologies, marketing plans, pricing methods, customer lists, and business opportunities/partnerships that are not generally known to others (public information).

“Personal information” is any information that can be used to identify an individual such as their name, address, email, phone number, credit, or banking information.

SCOPE

This policy applies to all employees of [Organization Name].

POLICY

Company Information

Employees of [Organization Name] are required to keep all proprietary company information confidential, both during the course of their employment as well as afterwards. They may not disclose any such information to any third party without the written consent of [Organization Name].

Any products, materials, and work created by employees during the course of their employment are owned by [Organization Name]. This applies to technologies, written work, graphics, ideas, inventions, and the like. All electronic, hard copy and other forms of intellectual property and materials must be handled with the utmost privacy and confidentiality.

If the employment relationship between [Organization Name] and the employee ends, employees must return any confidential information in their possession, in any form whether it be hard copy or electronic.

All meetings, discussions, written and verbal internal and external communications (ex. Phone calls,) are private and employees must treat them with sensitivity and security.

Employer Responsibilities

[Organization Name] will protect its proprietary and confidential information by:

* Clearly marking confidential information
* Only sharing it with those who require it to complete their job
* Utilizing password protection or other security features and updating and monitoring these on an ongoing basis
* Scheduling meetings and calls and provide employees with notice so that they may make the appropriate arrangements

Employee Responsibilities

Employees of [Organization Name] will protect the company’s proprietary and confidential information by:

* Ensuring that all meetings, internal and external calls, business discussions, and any other communications held with other employees or clients are conducted in a private space where non-employees are not within earshot, in the room, or around the area. Meetings that contain sensitive information should especially be conducted privately and away from non-employees who may overhear the details.
* Never working from public spaces (e.g.,coffee shops) when working on sensitive material or private/proprietary materials.
* Ensuring that all devices (e.g., computers, laptops, handheld devices) are signed out and/or locked with a password before leaving the room, taking breaks, and when they are not being used.
* Storing confidential paperwork, employee or client information in a secure/ lockable filing box, container, or cabinet.
* Only sharing private and confidential company information with other employees that require it.
* Double checking the contact information when sending private information to other employees via online platforms (Ex. email).
* Not sharing passwords or other security information that may allow unauthorized access to company information.
* Not disclosing any private company information and/or proprietary data to any third parties without the written authorization of the company.
* Taking every precaution available to ensure all private or sensitive client information collected is protected.
* Reporting any suspected breach of confidentiality to management.

Breaches of this Policy

Any breaches of this policy will be dealt with through disciplinary action up to and including termination of employment, or through legal channels as necessary.