**Employee Confidentiality Policy**

**POLICY BRIEF AND PURPOSE**

Our company's confidentiality policy was created to outline how we expect our staff to handle confidential information. Personal and confidential information regarding clients, partners, and our organization will invariably be received and handled by employees. We want to make certain that this information is safe.

This information must be kept private for two reasons. It's possible that:

- Be legally enforceable (e.g. sensitive customer data.)

- Our business's backbone, providing us with a competitive advantage (e.g. business processes.)

**SCOPE**

This policy applies to all workers who may have access to confidential information, including board members, investors, contractors, and volunteers.

**POLICY COMPONENTS**

Secret, precious, expensive, and/or easily replicable information is classified as confidential and proprietary. Below are some instances of confidential information:

- Financial data that is not to be made public

- Customer/Partner/Vendor Information

- Patents, formulas, and new technologies are all examples of new technologies.

- Customer databases (existing and prospective)

- Data that has been given to our organization by third parties

- Pricing, promotion, and other not-yet-published strategies

- Clearly labeled confidential documents and processes

- Goals, predictions, and initiatives that aren't publicly available are indicated as confidential.

Employees may be granted different levels of access to secret information.

**Employees should do the following**

- At all times, keep confidential information locked or protected.

- When company’s confidential documents no longer needed, destroy them.

- Make sure they're only looking at sensitive data on secure devices.

- Only share information with other staff when it's really required and permitted.

- Unless it's absolutely required, keep secret documents on our company's premises.

**Employees Should Not do the Following**

- Employees should avoid using confidential information for personal gain or profit.

- Outside of our organization, disclose confidential information

- Copies of confidential documents and information should be made and stored on insecure devices.

- Employees are required to return any confidential files and remove them from their own devices when they leave our organization.

**Measures to Maintain Confidentiality**

We'll take steps to ensure that sensitive information is kept safe. We’ll:

- Paper documents should be stored and locked.

- Encrypt electronic data and keep databases safe.

- Obtain non-compete and/or non-disclosure agreements from employees (NDAs)

- To allow staff access to particular confidential material, ask senior management for permission.

**Exceptions**

For valid reasons, confidential information may need to be revealed on occasion. Here are several examples:

- If it is requested by a regulatory agency as part of an inquiry or audit

- If our organization investigates a venture or partnership that requires some information to be disclosed (within legal bounds),

In such cases, personnel involved should document their disclosure procedure and obtain all necessary authorizations. We'll be careful not to reveal any more information than is absolutely necessary.

**DISCIPLINARY ACTIONS**

Employees who violate our confidentiality policy will be subject to disciplinary and, in some cases, legal action.

Every violation of this policy will be investigated. Any employee who deliberately or repeatedly violates our confidentiality policies for personal gain will be fired. Depending on the frequency and severity of any accidental violation of this policy, we may have to penalize you. Employees who frequently violate this policy, even if unintentionally, will be terminated.

Even if you leave your job, this policy remains in effect.

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