

19 May 2008

Internal Memorandum: Confidentiality

We have been through this once before, and I would be really grateful not to have to write this memo again!

Confidentiality is a key component of *MicroSave*'s professional principles, and yet there is evidence around the market that this principle is not being adhered too.

We handle sensitive data – both for our clients and for internal purposes. We must respect the needs of the clients and of *MicroSave* as an institution and learn to talk less and listen more (always a sound business principle anyway!)

Please do be careful and be aware – by all means talk about issues/ideas/experiences that are clearly in the public domain, but do not tell acquaintances, friends or even family about sensitive information or even not-so-sensitive information if it is not in the public domain.

Best regards



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