**Confidential Information Handling Policy**

**Policy Number:** CIH/2024/001  
**Effective Date:** 2024-01-24

**1. Purpose:**

To establish the responsibilities and proper procedures for handling, storing, and disposing of confidential information to ensure its integrity, confidentiality, and availability.

**2. Scope:**

This policy applies to all employees, contractors, and third parties who have access to confidential information controlled by [Your Company Name].

**3. Definitions:**

* **Confidential Information:** Any information that is not public knowledge and that is viewed as the property of [Your Company Name]. This can include, but is not limited to, personal information, financial data, trade secrets, client details, project records, and strategic documents.

**4. Policy:**

**4.1 Identification and Classification:**

* All information must be classified upon creation or receipt according to its sensitivity level and handled accordingly.

**4.2 Access Control:**

* Access to confidential information should be restricted based on the principle of least privilege (POLP).
* Employees should only be granted access to the information necessary to perform their job duties.

**4.3 Handling and Usage:**

* Confidential information must be handled and communicated securely and only through designated channels.
* Duplication or reproduction of confidential documents should be strictly controlled and monitored.

**4.4 Storage and Transmission:**

* All confidential information must be stored securely in designated secure locations, whether in physical or digital format.
* Digital data must be encrypted during storage and transmission.

**4.5 Disposal:**

* Confidential information must be disposed of securely and in a manner that ensures it cannot be reconstructed or retrieved.

**4.6 Training and Awareness:**

* Regular training will be provided to all relevant personnel to ensure they are aware of their responsibilities related to the handling of confidential information.

**4.7 Reporting:**

* Any incidents of suspected or actual breaches of confidential information must be immediately reported to the designated authority within [Your Company Name].

**4.8 Policy Violation:**

* Violations of this policy will be handled promptly and may result in disciplinary action, up to and including termination of employment.

**5. Review and Modification:**

This policy will be reviewed annually or in response to significant changes in the organization, relevant technology, or legal requirements. Any modifications to this policy must be approved by [Appropriate Authority/Department].