

## Pescado Confidentiality Policy

Pescado Ltd, Pescado Hosted Ltd and relating businesses are now members of the Communications Ombudsman's Services. It is a requirement that we as a business and therefore all company employees comply with all data protection laws and policies of the organisations we belong to. This includes the rules and regulations from the Ombudsman's Services and the law relating to data protection instructed by the Information Commissioner's Office. These organisations demand that you, the employee, the customer, and the business itself operate within the published framework that is set out by them.

We hold sensitive information about businesses and individuals in our company systems, and employees must not disclose any of this information outside of the business in order to comply with the company confidentiality policy.

The information in our systems which are covered by this include:

- All information relating to Leads and Opportunity details for prospective customers.
- All information relating to existing accounts and contacts.
- Personal details relating to employees of Pescado Ltd, Pescado Hosted Ltd and any other related businesses.
- All information relating to suppliers and partners of Pescado Ltd, Pescado Hosted Ltd and any other related businesses.

In addition to the above the following is also included in the company's confidentiality policy:

- All users' names and passwords relating to systems used by Pescado Ltd, Pescado Hosted Ltd and any other related businesses. You must not disclose this information to anyone internally or externally unless they are an appointed director of Pescado Ltd, Pescado Hosted Ltd and any other related businesses.
- Any information relating to salary and commission of an employee of Pescado Ltd, Pescado Hosted Ltd and any other related businesses. You must not disclose this information to anyone internally or externally unless they are an appointed director of Pescado Ltd, Pescado Hosted Ltd and any other related businesses.

A breach of this confidentiality policy will be deemed gross misconduct and could lead to dismissal. In some circumstances this may also include prosecution.

As stated in your contract the disclosure or use of any of the above information also applies, for a minimum period of 12 months, to an employee who has left the employment of Pescado Ltd, Pescado Hosted Ltd and any other related businesses.

As an employee of Pescado Ltd, Pescado Hosted Ltd and any other related businesses, you agree to comply with this policy.

Name:

Signed:

Date: