**Gokce Gercek 29.09.23**

**Policies and Procedures for Confidentiality**

These policies and procedures provide guidelines on how employees should handle and protect sensitive company information

**Policies and Procedures**

\***define confidential information** such as;

* unpublished financial data,
* customer/partner/supplier contact details,
* business processes/ patents/formulas/new technologies,
* forecasts/initiatives/strategies
* data entrusted to the company by external parties

-protecting sensitive customer data is legally binding

-business processes, supplier contact etc give competitive advantage to the company

\***provide guidelines on how to handle confidential information** (how to store, access and discard)

\***define measures for protection**

\***disciplinary actions for breaches**

**Employees should;**

-lock & secure confidential information all times

-shred docs when they are no longer needed

-make sure the devices are secure before checking confidential information

-don’t disclose information without authorisation