

# Intern Confidentiality Policy Draft

**Effective Date:** [Date]

**Prepared By:** [Your Company Name]

## 1. Purpose

The purpose of this policy is to establish the standards and expectations regarding the confidentiality of information handled by interns during the course of their internship.

## 2. Scope

This policy applies to all interns, regardless of the department or location, who are engaged by [Your Company Name].

## 3. Definition

**Confidential Information** includes but is not limited to: customer data, business plans, proprietary procedures, software code, financial records, product designs, and any other information not publicly disclosed by [Your Company Name].

## 4. Policy

1. Interns must not disclose, directly or indirectly, any confidential information to any unauthorized party during or after their internship.
2. Confidential information must only be used for purposes directly related to assigned duties.
3. All documents and materials containing confidential information should be stored and disposed of securely.
4. Interns must report any suspected or actual unauthorized disclosure immediately to their supervisor.

## 5. Exceptions

Exceptions to this policy may only be granted in writing by authorized company representatives.

## 6. Breach of Policy

Violation of this policy may result in disciplinary action, up to and including termination of the internship and legal action.

## 7. Acknowledgment

By signing below, the intern acknowledges that they have read, understood, and agreed to comply with the terms of this confidentiality policy.

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Intern Name & Signature

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Date