

Workplace Confidentiality Policy

1. Purpose

Briefly state the objective of maintaining confidentiality within the workplace.

2. Scope

Define who the policy applies to (e.g., all employees, contractors, third parties, etc.).

3. Definition of Confidential Information

- Business strategies and plans
- Financial information
- Employee records
- Client/customer information
- Intellectual property and trade secrets
- Other proprietary information

4. Responsibilities

- Employee obligations in handling confidential information
- Securing physical and digital records
- Reporting breaches

5. Permitted Disclosures

Outline when disclosure is allowed and under what circumstances (e.g., legal requirements, authorized personnel).

6. Prohibited Actions

- Unauthorized sharing of confidential information
- Discussing confidential matters in public or unsecured settings
- Transmitting confidential data via unsecured channels

7. Data Protection

Reference to procedures for storing, transmitting, and disposing of confidential information.

8. Breach of Policy

- Reporting process for suspected breaches
- Disciplinary actions and consequences

9. Training & Review

Describe ongoing employee education and periodic policy reviews.

10. Acknowledgement

Statement requiring employees to acknowledge understanding and agreement to the policy.