

# 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.