

# Client Information Secrecy Policy

## 1. Purpose

This policy outlines the principles and responsibilities required to protect the confidentiality of client information handled by [Company/Organization Name].

## 2. Scope

This policy applies to all employees, contractors, and third parties who access client information through their association with [Company/Organization Name].

## 3. Definition

"Client Information" refers to any data, document, or material that is collected from clients, including but not limited to personal details, contact information, and sensitive business records.

## 4. Policy Statements

- All client information must be treated as confidential and accessed strictly on a need-to-know basis.
- Client information must not be disclosed to unauthorized persons, both during and after employment or engagement with the Company.
- All client records must be securely stored and disposed of, in compliance with applicable privacy laws and regulations.
- Any suspected or actual breach of client confidentiality must be reported immediately to Management.
- Employees and associates must sign a confidentiality agreement prior to accessing client information.

## 5. Responsibilities

1. All personnel are required to uphold this secrecy policy at all times.
2. Human Resources is responsible for training, monitoring, and enforcing this policy.
3. Any violation of this policy may result in disciplinary action, including termination or legal proceedings.

## 6. Review

This policy must be reviewed annually and updated as necessary to ensure continued compliance with relevant laws and organizational requirements.

Authorized Signature:

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Date:

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