

# Internal Communications Confidentiality Policy Template

## 1. Purpose

[Insert a statement outlining the purpose of this policy regarding the confidential treatment of internal communications.]

## 2. Scope

[Describe who is covered by this policy and the types of communications it applies to.]

## 3. Definition of Confidential Information

[Define what constitutes confidential information within internal communications. Include examples if necessary.]

## 4. Responsibilities

- [List the responsibilities of employees regarding internal confidential communications.]
- [Specify expectations for managers and team leaders, if applicable.]

## 5. Permitted and Prohibited Disclosures

[Detail circumstances under which confidential information may or may not be shared.]

## 6. Procedures for Handling Confidential Communications

1. [Provide steps for properly marking, storing, and transmitting internal confidential information.]
2. [Include procedures for disposing of confidential communications securely.]

## 7. Breach of Confidentiality

[Describe what constitutes a breach and the process for reporting, investigating, and addressing breaches of confidentiality.]

## 8. Training and Awareness

[State how and when employees will be trained or reminded about this policy.]

## 9. Review and Update

[Describe how often this policy will be reviewed and updated, and by whom.]

## 10. Acknowledgement

[Provide space or instructions for employee acknowledgement of their understanding and acceptance of this policy.]

