

# Blank Confidentiality Policy Template

## 1. Purpose

This Confidentiality Policy (â€œPolicyâ€) establishes the obligations of **[Company Name]** (â€œthe Companyâ€) regarding confidentiality and the protection of sensitive information within the organization.

## 2. Scope

This Policy applies to all employees, contractors, consultants, officers, directors, and third parties with access to confidential information of the Company.

## 3. Definition of Confidential Information

â€œConfidential Informationâ€ includes, but is not limited to:

- Business plans and strategies
- Financial records and reports
- Client and customer information
- Proprietary data and intellectual property
- Personnel and payroll information
- All other information designated as confidential by the Company

## 4. Obligations

All individuals covered by this Policy must:

- Maintain the confidentiality of all Confidential Information
- Not disclose Confidential Information to unauthorized persons
- Use Confidential Information solely for authorized Company purposes

## 5. Exceptions

Confidential Information may be disclosed only if:

- Required by law or regulation
- With prior written consent of the Company

## 6. Duration

The obligations in this Policy continue during employment or engagement and remain in effect after termination of the relationship with the Company.

## 7. Breach of Policy

Any breach of this Policy may result in disciplinary action, including termination of employment or legal action.

## 8. Acknowledgement

All individuals must acknowledge that they have read, understood, and agree to comply with this Confidentiality Policy.

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Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date