

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.

Signature

Print Name

Date