

# Company Data Confidentiality Policy

(Sample Skeleton Document)

## 1. Purpose

This policy outlines the requirements for maintaining the confidentiality of Company data and information.

## 2. Scope

This policy applies to all employees, contractors, partners, and third parties who handle Company data.

## 3. Definition of Confidential Data

- Proprietary business information
- Customer and client data
- Financial records
- Employee personal information
- Other sensitive data as designated by the Company

## 4. Policy

1. Confidential data must only be accessed for legitimate business purposes.
2. Data must not be disclosed to unauthorized individuals or organizations.
3. All confidential documents should be stored securely.
4. Electronic data must be protected following Company IT security protocols.
5. Disposal of confidential data must follow secure destruction procedures.

## 5. Employee Responsibilities

- Understand and comply with this policy
- Report any actual or suspected data breach immediately
- Avoid discussing confidential information in public areas

## 6. Exceptions

Any exceptions to this policy must be approved in writing by [Responsible Person/Department].

## 7. Enforcement

Violations of this policy may result in disciplinary action, up to and including termination or legal action.

## 8. Review

This policy will be reviewed annually and updated as necessary.

**Approval:**

[Name], [Position]

[Date]