

Client Information Confidentiality Policy

1. Purpose

This policy outlines the commitment of [Company Name] to safeguarding the confidentiality of client information obtained during the course of business activities.

2. Scope

This policy applies to all employees, contractors, and affiliates who have access to client information, regardless of form or format.

3. Definition

“Client information” includes all personal, business, financial, and other sensitive data provided by clients or obtained through interactions with clients.

4. Confidentiality Obligations

- Client information must be protected against unauthorized access, disclosure, alteration, or destruction.
- Employees must not disclose client information to third parties unless expressly required by law or with written client consent.
- Client data should only be accessed as necessary for the completion of assigned work-related duties.
- All records containing client information must be stored securely and disposed of properly when no longer needed.

5. Exceptions

- Disclosure may occur if required by applicable law, regulations, or a valid court order.
- Written client consent must be obtained prior to voluntary disclosure for purposes outside normal business operations.

6. Breach of Policy

Any unauthorized access, use, or disclosure of client information must be reported immediately. Violations of this policy may result in disciplinary action, up to and including termination of employment or contract.

7. Commitment

[Company Name] is committed to respecting and protecting client privacy. All staff are required to acknowledge and adhere to this policy.

8. Policy Review

This policy will be reviewed regularly and updated as necessary to ensure ongoing protection of client information.

Effective Date: [Insert Date]

Approved By: [Insert Name or Department]

