

# Internal Confidentiality Guidelines Template

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Date Effective: \_\_\_\_\_

Prepared by: \_\_\_\_\_

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## 1. Purpose

This guideline establishes the principles and procedures for the protection, handling, and dissemination of the organization's confidential information.

## 2. Scope

These guidelines apply to all employees, contractors, and third parties who may have access to confidential information.

## 3. Definition of Confidential Information

- Business plans, strategies, and proposals
- Financial records and projections
- Internal reports and memos
- Client and partner information
- Technology, source code, and proprietary data
- Other information identified as confidential

## 4. Handling of Confidential Information

1. Access confidential information only as required for your role.
2. Do not disclose confidential information to unauthorized individuals.
3. Store documents securely (e.g., locked cabinet or encrypted files).
4. Dispose of confidential information by approved destruction methods (e.g., shredding, secure deletion).

## 5. Communication

- Mark documents as "Confidential" when applicable.
- Do not discuss confidential matters in public or unsecured spaces.
- Use secure channels for transmitting confidential information.

## 6. Breaches and Reporting

1. Report any suspected or actual breach of confidentiality immediately to the designated authority.
2. Cooperate fully with any investigation into a breach.

## 7. Consequences of Non-Compliance

Failure to adhere to these guidelines may result in disciplinary action, up to and including termination of employment or contract.

## 8. Acknowledgement

By signing below, you acknowledge that you have read, understand, and agree to comply with these internal confidentiality guidelines.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_