## Confidentiality and Non-Disclosure Policy – template

**Instructions**

On company letterhead

This template provides the basic information for a company to develop and implement a confidentiality and non-disclosure policy.

We recommend members consider the template carefully as it contains content that may require customisation before implementation into your business.

Members may also consider implementing a specific term within a contract of employment.

Members may also consider implementing a Confidentiality Agreement with specific employees, contractors or external parties if a more specific level of detail is required.

[*Company name*] – Confidentiality and Non-Disclosure policy

**Purpose and Objectives of this policy**

* To ensure the protection of the Company’s confidential information and trade secrets.
* To ensure sensitive information is accorded the appropriate level of security.
* To ensure non-disclosure remains the cornerstone of our policy with regard to confidential information.
* To ensure the rules relating to confidentiality and non-disclosure are applied consistently across the business.
* To elaborate on any term contained within a contract of employment or contractor arrangement.

**Policy**

Employees and contractors [*consider the inclusion of directors and board members*] of the Company must not publish or disclose, either orally or in writing, any confidential information or knowledge which they have acquired during their employment or contracting period with the Company. These restrictions apply both during and after termination of employment or contracting arrangement for any reason.

Depending on their position, employees and contractors may also be required to sign a non-disclosure undertaking as a condition of employment or contracting arrangement.

A breach of these obligations by an employee or contractor will be considered by the Company as serious misconduct. Employees and contractors who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment and or separate legal action, even where they do not personally benefit, directly or indirectly from the disclosure.

**Definition**

For the purposes of this policy, ‘confidential information’ includes, but is not limited to, non-public information concerning the Company’s business affairs, customers or other employees of the Company. By way of example, confidential information includes, but is not limited to, the following matters:

* Business and strategic plans
* Intellectual knowledge
* Compensation data
* Computer processes, programs and codes
* Customer lists and related information
* Pricing structures
* Financial information
* Marketing strategies
* New materials research
* Pending projects and proposals
* Proprietary production processes
* Research and development strategies
* Technological data
* Prototypes
* Trade secrets
* Personal information held on employee files
* Company records
* *Other??*

**General provisions**

All employees and contractors must ensure they treat any confidential information with appropriate care to avoid inappropriate disclosure.

All employees and contractors must apply all security measures in place to ensure any confidential information is and remains protected.

If an employee or contractor fails to maintain the confidentiality of any confidential information, the employee or contractor will immediately notify the Company, and take all reasonable steps to retrieve the lost or improperly disclosed confidential information.

*Other terms??*

**Further information**

Any employee who requires further information about this policy should contact a member of the management team.

**Policy Review**

This policy must be reviewed and where appropriate amended by *[insert name/title]* every 2 years or sooner.

This policy commences on [*insert date*].

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*Position: [Signed by appropriate officer]*

*Date:*

[Next review date: *insert next review date*]