



Tec Group **CONFIDENTIALITY POLICY**

For the purpose of this policy, confidentiality relates to the transmission of personal, sensitive or identifiable information about individuals or organisations (confidential information), which comes into the possession of the Organisation through its work.

The Organisation holds personal data about its staff, users, clients, which will only be used for the purposes for which it was gathered and will not be disclosed to anyone outside or inside of the organisation without prior permission.

All personal data will be dealt with sensitively and in the strictest confidence internally and externally.

Purpose

The purpose of the Confidentiality Policy is to ensure that all employees and users understand the Organisations requirements in relation to the disclosure of personal data and confidential information.

Principles

All personal paper-based and electronic data must be stored in accordance with the Data Protection Act 1998 and must be secured against unauthorised access, accidental disclosure, loss or destruction.

All personal paper-based and electronic data must only be accessible to those individuals authorised to have access.

Breaches of Confidentiality

The Organisation recognises that occasions may arise where individual workers feel they need to breach confidentiality. Confidential or sensitive information relating to an individual may be divulged where there is risk of danger to the individual, an employee, or the public at large, or where it is against the law to withhold it. In these circumstances, information may be divulged to external agencies e.g. police or social services on a need to know basis.

Legislative Framework



The Organisation will monitor this policy to ensure it meets statutory and legal requirements.

Ensuring the Effectiveness of the Policy

All employees will receive a copy of the confidentiality policy. Existing and new workers will be introduced to the confidentiality policy via induction and training. The policy will be reviewed annually and amendments will be proposed and agreed by the Executive Team.

Non-adherence

Breaches of this policy will be dealt with under the Grievance and/or Disciplinary procedures as appropriate.

To be completed by each principal, member of staff and other relevant individual when joining the company and thereafter on an annual basis.

The Employee is signing to agree to the terms of this agreement set out below:

1. *The Employee hereby covenants and agrees that he or she will at no time, during or after the term of employment, use for his or her own benefit or the benefit of others, or disclose or divulge to others, any such confidential information.*
2. *The company's procedures and details of the work undertaken must not be disclosed to staff or third parties without proper approval by a Director or Executive Team.*
3. *Information about the company, employee or a client must not be disclosed to the staff or third parties without proper approval from a Director or Executive Team.*
4. *Information about the Company, client, or employee must not be discussed where it could be overheard by staff or third parties.*
5. *The employee acknowledges that, in the course of the employment by the employee, the employee has, and may in the future, come into possession of certain confidential information belonging to the employer, including but not limited to trade secrets, customer/clients lists and prices, methods, processes or marketing plans. Any person knowingly, recklessly or negligently releases personal or confidential information without appropriate authority may be subject to disciplinary action to and including termination of the employment contract.*
6.
 - a) Subject to legislation and regulations, any personal or confidential information shall be released only as required in the necessary course of employment and only by those persons authorised to release such information.



b) An employee shall make his or her best efforts to ascertain whether or not the release of information is authorised, and if uncertain shall direct the inquiry to his or her supervisor.

7. All employees are obligated by diligence to ensure their workstations are secure at all times. Ensuring stations are locked and secured when absent from work area. Company Phones linking to inbound lines must be placed on the DND status when absent from work station.

EMPLOYEE

Print name _____

Employee's signature _____

Witness On behalf of TecReports

Print name & position _____

Employee's signature _____

Executive Manger

Print name & position _____

Employee's signature _____