

# CONFIDENTIAL INFORMATION POLICY

## Intent & Purpose

This policy outlines how we will protect information and how to handle situations when they do occur. It also identifies all of relevant assets as well as all the potential threats to those assets. We will ensure that we handle and protect confidential information and take our obligations under the law seriously.

## Operation and Incidence

### *Scope*

Confidential Information is information that is not publicly available, that the law protects from misuse or improper disclosure by a person who is under an obligation to keep it confidential. Confidential information is also known as “know how” or trade secrets.

Employees may come across confidential information during their course of cleaning duties, therefore the company encourages clients to ensure all confidential information is stored or disposed of securely and not left unattended on desks.

### *Operating requirements*

All employees must maintain the privacy of business information and protect it from any disclosure. This includes information relating to any customers, suppliers, and employees who expect, on both legal and ethical grounds, that this information will be protected. Any instance where confidential information is come across this matter is to be immediately reported to your immediate manager or if in any doubt to the Head Office.

### *Responsibilities*

All management and supervisors are responsible in ensuring employees are aware of this policy and that it is strictly enforced.

We will always protect information from being accessed by unauthorised parties. Only the people who are authorised to do so gain access to sensitive or confidential information and data

## Subordinate documents

Nil

## RACI

Responsible	It is the responsibility of the Operations team to implement, maintain and communicate this policy.
Accountable	The final authority for this policy lies with the Managing Director.
Consulted	When making changes to this policy, a consultation should be carried out with the leadership team.
Informed	All changes to this policy should be communicated to all leaders.

### *Breach of The Policy*

Breaches of this policy may lead to disciplinary procedures and all termination employment.