

CLIENT CONFIDENTIALITY POLICY

While working for [Company Name], employees may encounter proprietary and confidential client information. Client confidential information is understood as data of any kind concerning a client of [Company Name] and their business operations, products, plans, processes, or any other information that is exclusively known to the client and is not available to the general public outside the company.

To preserve the confidentiality of our client's information, the employee will respect the following expectations:

Confidential Information received from [Company Name's] clients will be held in strict confidence and employees will do anything within reason to prevent disclosure to others.

Unless authorized to do so by [Company Name] management, employees will not disclose, directly or indirectly, our client's confidential intellectual property to others.

Client's confidential information shall not be reproduced or replicated other than for the performance of the employee's responsibilities for [Company Name].

Upon request or separation from employment with [Company Name], the employee will return any client's confidential documentation or materials to [Company Name]

A breach of client confidentiality can result in disciplinary action, up to and including termination from [Company Name].

I have read and fully understand this policy.

(Signature)

(Print Name)

(Date)



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