



Chigwell London Ltd - Confidentiality and Non-disclosure Policy

Introduction

Chigwell London Ltd 's Confidentiality and Non-disclosure Policy sets out the company's position regarding the use of sensitive information and is adopted by all employees within the organisation. It is expected that all employees will adhere to the policy, and understand their role in handling and securing confidential, proprietary and sensitive information.

Why confidentiality is important to Chigwell London Ltd

Through Chigwell London Ltd 's operations, many employees are often given privileged access to confidential or sensitive information. This information may concern the ways within which the client's organisation functions, future plans for services or construction works, or sensitive resident and client data. In many cases it is only possible for Chigwell London Ltd to work effectively with clients by internally exchanging this type of confidential or sensitive information.

Chigwell London Ltd takes significant steps to safeguard this information, including the following:

- all of Chigwell London Ltd 's employees are given training on managing confidential and sensitive information
- all employees sign a confidentiality and non-disclosure agreement which ensures staff understand the need for confidentiality and the serious consequences of any breach
- Chigwell London Ltd has detailed data security processes for obtaining, storing and disposing of confidential or sensitive data.

Security of data

Chigwell London Ltd understands it is important to take steps to maintain the security of data received from our clients. All employees operate a range of IT and operational security procedures. These include:

- secure login identification for using IT systems — each time our employees access data, they are required to sign in using personalised password identification
- logical access controls — we limit access to information so that only employees needing data to be able to deliver their client work, are given access to sensitive information
- protecting Chigwell London Ltd IT systems — Chigwell London Ltd 's IT systems operate behind a firewall, and use encrypted storage of data. We work with leading IT service providers, who provide state of the art security functionality
- ensuring continuous operations — we have a detailed business continuity policy in place which encompasses: secure, encrypted, data backup; offsite storage; original record handling; secure disposal
- we limit the amount of paper-based confidential or sensitive data our employees hold: any necessary confidential or sensitive paper records are kept in secure storage.

We place the following duty on all our staff.



Confidentiality

The employee shall, during their engagement with Chigwell London Ltd, keep with inviolable secrecy and shall not reveal, disclose or publish to any person other than the Managing Director and the Directors or anybody named by them, any matters concerning particulars of any project or relationship between Chigwell London Ltd and their clients and shall not use for their own purposes, or for any purpose other than to effectively execute the company's obligations under the contract, any information of a confidential or sensitive nature which they may acquire or may have acquired in relation to the business or affairs between Chigwell London Ltd and the client.

The Employee request and shall adhere to confidentiality arrangements as published and/or operated by Chigwell London Ltd and the client.

The Employee should report any matters regarding the vulnerability of confidential or sensitive information immediately to the Managing Director of Chigwell London Ltd.

Non-disclosure

Each Chigwell London Ltd employee signs a non-disclosure policy. A copy is included below and states:

I agree that I will hold confidentially any and all confidential and sensitive data or knowledge or information that I may obtain in the course of my employment with Chigwell London Ltd or from working with any of Chigwell London Ltd's clients.

I will keep confidential information so long as that information remains confidential and is not otherwise available in the public domain.

I will not impart the knowledge specifically acquired through this employment with Chigwell London Ltd to anybody and if I at any time leave the employ of Chigwell London Ltd I agree not to disclose any confidential or sensitive information to any third party.

Name:

**Dean Floyd
Managing Director**

Reviewed:

1st January 2018

Next Review:

1st January 2019