

**This policy sets out conditions applicable to the handling of confidential information at the workplace.**

**The full content of the policy is available for download to your shopping cart.**

**Example content:**

All employees of *[insert Company name]* have an obligation and legal requirement to comply with this Confidentiality Policy.

Employees must not disclose any confidential information during the course of, or after cessation of their employment, or through the performance of their duties except as required by law.

Confidential Information is any information provided by *[insert Company name]* (in any form) to an employee in connection with their employment, including: