

Confidentiality Policy

In this policy, “confidential information” means:

- Information relating to the Company’s finances, dealings, transactions and affairs including price and cost information, business plans and programmes, business opportunities, expansion plans, details of staff, staff salaries and terms and conditions, research and development projects, best practice, innovations, designs, discoveries, know-how, methods, processes, techniques, trade secrets, technical data, business forms, templates and operating procedures, policies and practices.
- Names, addresses and contact details or other personal data (as defined under UK Data Protection legislation) relating to prospective, current or past employees, customers or clients or potential customers or clients or suppliers or potential suppliers of the Company.
- Analyses made, or views taken, by the Company in respect of the businesses, finances, dealings, transactions and affairs of the Company, any customer or client, or potential customer or client, any supplier or potential supplier of the Company, or any other third party.
- Information in respect of which the Company is bound by an obligation of confidentiality to a third party; and
- Any information which is identified to an employee or worker by the Company as being confidential or secret in nature or which ought reasonably to be regarded as confidential.

All employees and workers will not (except in the proper performance of their duties) either during their employment or at any time after its termination for whatever reason without the prior written consent of the Company or as required by law, a court or tribunal of competent jurisdiction or any competent regulatory statutory body, directly or indirectly:

- Disclose any confidential information to any person,
- Use any confidential information for their own benefit or for the benefit of any other person, company or other undertaking,
- Knowingly permit or enable any person (including the employee or worker) to acquire or to make use of any such confidential information for any purpose in a manner which may cause loss or damage to the Company.
- All employees and workers will use their best efforts to prevent:
- the publication or disclosure of confidential information; and
- any misuse of such information.
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With respect to any confidential data (including personal data) disclosed to or accessed by an employee or worker, they must ensure that they notify the Company of any unauthorised or unlawful processing or any accidental loss, destruction, damage, alteration or disclosure of personal or confidential data as soon as they become aware and keep the Company informed of any related developments.

All employees and workers must obtain permission from the Company before agreeing to give any lecture, press interview, or to publish any article, which would give details of the Company’s business.

The restrictions contained in this clause will not apply to any confidential information or other information which (otherwise than through their default) becomes available to, or within the knowledge of, the public or to information disclosed for the purpose of making a protected disclosure within the meaning of Part IVA of the Employment Rights Act 1996 or to a relevant pay disclosure made in compliance with section 77 of the Equality Act 2010.

Signed: 

Date: 01/03/24