# Staff Confidentiality Contract Clause

## Confidentiality

During or after your employment with us, you must not disclose any trade secrets or any information of a confidential or sensitive nature about:

1. ***insert organisation name here***; or
2. any of our service users; or
3. any of our employees.

There is an exception if you need to share this information as part of your job or if you are made to by law.

It is the responsibility of all staff to ensure data security. You will be responsible for the confidentiality, integrity and availability of all data which you have access to in the course of your work.

You must adhere to our Data Protection Policy and associated policies, which will all be made available to you. Failure to adhere to these policies may result in disciplinary action.