



## **Confidentiality Policy and Procedure**

### **1. Introduction**

This Confidentiality Policy and Procedure outlines the principles and procedures for safeguarding confidential information within Carefirst Recruitment Ltd. It applies to all employees, contractors, and third-party vendors who have access to confidential information in the course of their duties.

### **2. Policy Statement**

Carefirst Recruitment Ltd is committed to maintaining the confidentiality, integrity, and security of confidential information obtained in the course of its business activities. We recognise that confidential information is a valuable asset and will take appropriate measures to protect it from unauthorised access, disclosure, or use.

### **3. Definition of Confidential Information**

Confidential information includes, but is not limited to, the following:

- Trade secrets
- Intellectual property
- Financial information
- Business plans and strategies
- Customer and employee information
- Any information designated as confidential by Carefirst Recruitment Ltd its clients or partners.

### **4. Handling of Confidential Information**

**Access:** Access to confidential information will be restricted to authorised personnel who require access for legitimate business purposes. Employees must not access or attempt to access confidential information that they do not have a legitimate need to know.

**Disclosure:** Confidential information must not be disclosed to unauthorised individuals or third parties without prior authorisation from Carefirst Recruitment Ltd or the appropriate authority. Disclosure of confidential information to competitors, media, or any unauthorised parties is strictly prohibited.

**Transmission:** Confidential information must be transmitted securely using approved communication channels and encryption methods to prevent unauthorised interception or access.

**Storage:** Confidential information must be stored securely in physical or electronic form to prevent unauthorized access, loss, or theft. Employees must adhere to any additional security measures or protocols established for the protection of confidential information.

**Destruction:** Confidential information must be disposed of securely when no longer needed, using approved methods such as shredding or permanent deletion to ensure that it cannot be reconstructed or recovered.

## **5. Confidentiality Agreement**

All employees, contractors, and third-party vendors who have access to confidential information must sign a confidentiality agreement acknowledging their responsibility to maintain the confidentiality of such information and outlining the consequences of unauthorised disclosure or misuse.

## **6. Training and Awareness**

Carefirst Recruitment LTD will provide regular training and awareness programs to employees to ensure understanding of their responsibilities under this policy and to promote a culture of confidentiality throughout the organisation.

## **7. Compliance**

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or contract, and legal action if necessary.

## **8. Reporting Violations**

Employees who become aware of any violations of this policy or incidents involving unauthorised access, disclosure, or use of confidential information must report them promptly to their supervisor or the designated confidentiality officer.

## **9. Review and Revision**

This Confidentiality Policy and Procedure will be reviewed and updated regularly to ensure continued effectiveness and compliance with applicable laws and regulations.

## **10. Contact Information**

For inquiries or concerns regarding confidentiality or this policy, please contact the confidentiality officer at [emma@carefirst.biz](mailto:emma@carefirst.biz) or 0207-034-0550.

## **11. Acknowledgement**

By signing below, I acknowledge that I have read, understood, and agree to comply with the Confidentiality Policy and Procedure of Carefirst Recruitment Ltd.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_