



CONFIDENTIALITY POLICY

PP060

Policy brief & purpose

Key 2 Learning College designed our **confidentiality policy** to explain how we expect our employees, volunteers/work experience and students to treat confidential information. Employees, volunteers/work experience and students will unavoidably receive and handle personal and private information about students, clients, partners and our company. We want to make sure that this information is well-protected.

We must protect this information for two reasons. It may:

- Be legally binding (e.g. sensitive student/client data.)
- Constitute the backbone of our business, giving us a competitive advantage (e.g. business processes.)

Scope

This policy affects all employees, volunteers/work experience and contractors who may have access to confidential information.

Policy elements

Confidential and proprietary information is secret, valuable, expensive and/or easily replicated.

Common examples of confidential information are:

- Unpublished financial information
- All Key 2 Learning intellectual property
- Data and assessments of students, clients and employees
- Customer lists (existing and prospective)
- Data entrusted to our company by external parties
- Pricing/marketing and other undisclosed strategies
- Documents and processes explicitly marked as confidential
- Unpublished goals, forecasts and initiatives marked as confidential
- Employees may have various levels of authorized access to confidential information.

Employees, volunteers/work experience accessing unauthorised files or breaching confidentiality may face disciplinary action

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Acknowledgement of Review of Policy on Confidentiality

I _____ acknowledge that I have had the opportunity to review the following information and materials provided to me concerning Key 2 Learning Confidentiality Policy on:

- Unpublished financial information
- All Key 2 Learning intellectual property
- Data and assessments of students, clients and employees
- Customer lists (existing and prospective)
- Data entrusted to our company by external parties
- Pricing/marketing and other undisclosed strategies
- Documents and processes explicitly marked as confidential
- Unpublished goals, forecasts and initiatives marked as confidential
- Employees may have various levels of authorized access to confidential information.

I have had the opportunity to review this policy with _____ and I have had the opportunity to ask questions and receive explanations of the information and materials.

I confirm that I have been informed that I am expected to conduct myself within the requirements of the Key 2 Learning Confidentiality Policy.

Signature of Employee, volunteers/work experience

Dated _____, 20_____

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