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**A Copy of United Partners Ltd**

**Confidentially Policy**

**For Clients Website review**

**Confidentiality Policy**

**1. Purpose**

The purpose of this Confidentiality Policy is to ensure that United Partners Ltd and its employees, contractors, and associates maintain the highest standards of confidentiality when handling sensitive information from clients, particularly when consulting with organisations that may be in competition with each other.

**2. Scope**

This policy applies to all employees, contractors, freelancers, and any other individuals working on behalf of United Partners Ltd. It covers all forms of information, including written, electronic, verbal, or any other format, obtained during our consulting engagements.

**3. Confidential Information**

Confidential information includes, but is not limited to:

* Business strategies, plans, and operations.
* Financial data and forecasts.
* Client lists, projects, and engagements.
* Proprietary data and know-how.
* Market research, product development, and launch plans.
* Internal policies, procedures, and reports.
* Any other non-public information disclosed by clients.

**4. Obligations of Confidentiality**

* All employees and contractors are required to treat all client information as confidential and proprietary.
* No information obtained from one client is to be shared, directly or indirectly, with any other client, especially those who may be in competition.
* All data and documents must be handled, stored, and disposed of securely in line with data protection regulations.
* Discussions about client information should only occur on a need-to-know basis and in secure environments.

**5. Ownership of Documents Created**

* Documents, reports, and materials created by United Partners Ltd for clients are considered the property of the client when tailored specifically to their business needs, strategy, or operations.
* However, documents and information that are based on industry best practices, publicly available knowledge, or recognised standards remain the intellectual property of United Partners Ltd or the industry at large and are not exclusive to any single client.
* Industry standard information, methodologies, templates, and best practices can be reused, adapted, or shared by United Partners Ltd across different consulting engagements, provided no client-specific confidential information is disclosed or compromised.

**6. Conflict of Interest**

* Employees and contractors must declare any potential conflicts of interest, including consulting assignments that may involve direct competitors.
* Any conflicts will be assessed and managed to ensure that client confidentiality is not compromised.

**7. Use of Information**

* Information obtained from clients is to be used solely for the purpose of the agreed consulting engagement and not for any personal, competitive, or unauthorised purpose.
* Access to client information will be restricted to those individuals who need it to fulfil their job responsibilities.

**8. Security Measures**

* All digital data should be protected with passwords and encryption where appropriate.
* Physical documents should be kept secure and not left unattended or accessible to unauthorised persons.
* Secure communication channels (e.g., encrypted email) should be used when sharing sensitive information.

**9. Disclosure of Information**

* Confidential information may only be disclosed if required by law or with explicit written permission from the client.
* Any unauthorised disclosure, whether intentional or accidental, must be reported immediately to The Director of Business Operations.

**10. Breach of Confidentiality**

* Any breach of this policy, intentional or otherwise, may result in disciplinary action, including termination of employment or contract, and could lead to legal action.

**11. Employee and Contractor Responsibilities**

* All individuals covered by this policy are required to sign a confidentiality agreement before commencing work with United Partners Ltd.
* Employees and contractors must attend mandatory training sessions on confidentiality and data protection.

**12. Policy Review**

This policy will be reviewed annually or as required to ensure it remains relevant and compliant with current laws and best practices.

**13. Acknowledgment**

All employees, contractors, and associates must acknowledge receipt and understanding of this Confidentiality Policy.

**Signed:**  
[Your Name]  
[Your Title]  
[Date]

This policy ensures the protection of sensitive client information while clarifying the ownership of materials created during engagements, promoting a professional standard of conduct across all consulting activities.

Date of creation: 30.08.2024

Date of next review: 30.08.2025