Model confidentiality provision

Unless specifically designated otherwise, all information is considered to be confidential. Information that is sensitive or confidential will never be disseminated, by any means, to persons outside of [the Company] unless with prior written approval of [designate appropriate officer].

In addition, unless the employee obtains permission from [appropriate officer] to omit any of the following, the employee disseminating sensitive or confidential information must insure that the following steps are taken for sensitive or confidential information:

• The sensitive or confidential information should be encrypted if a computer file, otherwise.

• The sensitive or confidential information should be sealed in an envelope or other appropriate container.

• The transmittal letter or email text should include a warning to the recipient that the material is sensitive or confidential and is the property of [the Company].

• The transmittal letter or email text should contain a specific statement of why the recipient is receiving it, what they may do with the information, and to whom, if anyone, they may disclose it.

• A copy of the transmittal letter or email should be permanently archived by the User.