



Registered Charity No. 1125878

<b>POLICY TITLE:</b>	<b>Confidentiality and non Disclosure Policy</b>
<b>EFFECTIVE DATE:</b>	<b>1<sup>st</sup> July 2013</b>
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## ***CONFIDENTIALITY AND NON-DISCLOSURE POLICY***

### **General**

It is Crystal Palace FC Foundation's policy to ensure that the operations, activities and business affairs of the Foundation and its customers are kept confidential to the greatest extent practicable.

The Foundation's employees may have access to confidential or proprietary information about Crystal Palace FC Foundation or its customers.

This policy sets out the Foundation's general expectations for employees handling of that information.

Because of the importance Crystal Palace FC Foundation attaches to the appropriate treatment of sensitive information, any failure to comply with this policy will result in disciplinary action, up to and including termination.

### **Confidential or Commercial in Confidence Information**

"Confidential or Commercial in Confidence Information" refers to all nonpublic information, in any form, emanating at any time from Crystal Palace FC Foundation, its affiliates, any Foundation customer, or any other person, that relates in any way to the business or operations of the Foundation, its affiliates, or any Foundation customer.

Confidential/Commercial in Confidence Information includes, but is not limited to: research and development; inventions; financial data; sales and marketing information; purchase information; budgets; construction or design information; contractor bids; trade secrets; past, existing or prospective customer lists and/or names or addresses; contract negotiations; product and service prices; employee relations matters; strategies and business plans; professional contacts; computer software; passwords, training manuals; employee handbooks; designs; drawings; systems; procedures; vendor information; or any other compilation of Confidential Information, whether oral, written, electronic, or maintained in any other form.

#### **Use and Treatment of Confidential/Commercial In Confidence Information**

Crystal Palace FC Foundation employees are required to preserve the confidentiality of all Confidential/Commercial In Confidence Information and all physical and nonphysical forms of that information.

In particular, employees must not disclose or disseminate any Confidential /Commercial In Confidence Information to any third party, including employees or independent contractors of the Foundation without a need to know; use any Confidential/Commercial In Confidence Information for their own benefit or for the benefit of any third party, or in any way that would be detrimental to Crystal Palace FC Foundation's business; remove any Confidential/Commercial In Confidence Information from the Foundation's premises without a valid business purpose; or reproduce any Confidential/Commercial In Confidence Information in any form, except as necessary to perform their job responsibilities.

#### **Treatment of Confidential/Commercial In Confidence Information Upon Termination of Employment**

Upon termination of an employee's employment for any reason, or earlier, the employee must deliver to Crystal Palace FC Foundation all materials, documents, passwords, and other tangible or intangible storage media containing any form of Confidential/Commercial In Confidence Information, whether located on Crystal Palace FC Foundation's premises or elsewhere.