

Confidentiality at Collaborate

Working at Collaborate means you'll have access to some private information about the company, your colleagues, clients, and suppliers. We take this seriously, so here's our policy on how we expect you to handle that information.

General Principles:

- Don't disclose any sensitive, personal, financial, or private information you've obtained from colleagues, clients, or suppliers of Collaborate to anyone.
- If you receive information from external sources about the conduct of a colleague or group, handle it with sensitivity.

Access to Information:

- If you come across sensitive information, like disputes or legal matters, only share it with your line manager.
- Clearly label such information as 'Confidential' and specify who can access it and who can request access.

Storing Information:

- Keep confidential information private by storing it in a locked cabinet or securely on your computer.

Breach of Confidentiality:

- If you have concerns about a colleague's conduct, address it with your line manager and follow the grievance procedure if necessary.
- Accessing unauthorized files or breaching confidentiality may result in disciplinary action.
- Ex-employees who breach confidentiality may face legal consequences.
- If you accidentally open a computer or paper file that you realize is confidential, inform the file owner and don't discuss its contents with others. Take reasonable measures to protect your files.

Remember, the breach of confidentiality can have serious consequences, up to and including dismissal, so it's important to handle information responsibly. If you have any questions or need further guidance, reach out to your line manager.