



Confidentiality

This Confidentiality Policy applies to all Employees of the business.

The objective of the policy is to establish clear guidelines for the handling of confidential information within the business.

The requirement is for all staff to comply with Confidentiality Policy.

Procedures (not required)

Purpose

The purpose of this policy is to ensure that all employees, contractors, and stakeholders of Sydney Drafting Concepts and Designs maintain the highest level of confidentiality regarding the organisation's information, intellectual property, and client data. This policy aims to protect Sydney Drafting Concepts and Designs's business interests, reputation, and the privacy of clients and staff members, in compliance with the *Australian Privacy Act 1988 (Cth)*, Australian Privacy Principles (APPs), and other relevant legislation.

Objective

The objectives of this policy are:

- To establish clear guidelines for the handling of confidential information within Sydney Drafting Concepts and Designs, including its collection, use, storage, disclosure, and disposal.
- To educate and raise awareness among employees, contractors, and stakeholders about the importance of maintaining confidentiality and the consequences of breaches.
- To ensure compliance with all applicable laws, regulations, and standards related to privacy and data protection.
- To maintain trust and confidence in Sydney Drafting Concepts and Designs among clients, partners, and the wider community.

Policy Requirements

All employees, contractors, and stakeholders of Sydney Drafting Concepts and Designs are required to adhere to the following requirements in relation to confidentiality:

- **Confidential Information:** Confidential information includes, but is not limited to, client data, employee data, financial information, trade secrets, business strategies, marketing plans, intellectual property, and any other information that is not publicly available or could potentially harm Sydney Drafting Concepts and Designs's business interests if disclosed.
- **Access and Storage:** Access to confidential information should be restricted to authorised personnel only. Employees and contractors must store confidential information securely, using password-protected systems, encrypted devices, and locked filing cabinets or storage areas.
- **Use and Disclosure:** Confidential information must only be used for the purpose for which it was collected, and in accordance with relevant legislation and regulations. Employees and contractors must not disclose confidential information to unauthorised individuals or entities, either within or outside of Sydney Drafting Concepts and Designs.
- **Disposal:** Confidential information must be disposed of securely and in accordance with Sydney



Drafting Concepts and Designs's data retention policy, ensuring the prevention of unauthorised access, disclosure, or misuse.

- **Reporting** **Breaches:**
Employees and contractors are obligated to report any actual or suspected breaches of confidentiality to their supervisor or the appropriate management personnel as soon as possible.
- **Training:**
Sydney Drafting Concepts and Designs will provide ongoing training to ensure employees and contractors are aware of their responsibilities under this Confidentiality Policy and relevant legislation.
- **Compliance:**
Failure to comply with this Confidentiality Policy may result in disciplinary action, including termination of employment or contractual relationship, and legal action where applicable.

The Director is responsible for communicating the Confidentiality Policy to all persons working for or on behalf of the organisation and making it available to interested parties.