



Confidentiality Policy for Staff of

Easy Care Gardening Inc

The Management Committee is concerned at the private and confidential data pertaining to clients of ECG which is available to staff of ECG in the course of carrying out their duties. The Committee considers that it has a responsibility to take reasonable measures to ensure that such confidential information remains confidential to ECG and that staff do not divulge such information outside their work environment.

To ensure that the foregoing policy is adhered to, it is requested that all present staff of ECG accept and agree to the following confidentiality undertaking by signing below:

- “As is now common practice between responsible employers and responsible employees, ECG expects you to observe the following obligations:-
- Any information of any type acquired by you in the course of or incidental to your employment with ECG regarding the organisation, affairs, property, policy, and in particular, the personal and private details pertaining to clients of ECG, not already in the public domain, shall be treated by you as confidential information.
- You will not at any time during the term of or after the termination of your employment with ECG divulge either directly or indirectly to anyone, for any purpose other than the business of ECG, any confidential knowledge or information, in particular the personal and private details pertaining to clients, which you may acquire during the course of or incidental to your employment with ECG except:

at the discretion of ECG, and

as may be reasonably necessary in the course of performing the responsibilities of your position.”

Name: _____

Signed: _____

Date: _____