



YOUR TRUSTED SECURITY PARTNER

Confidentiality Policy

'Confidential Information' means all information relating to the organisation, finances, processes, specifications, methods, designs, formulae, technology and business activities of Secure Frontline Services Ltd., its customers and its associates.

- In the performance of their work, SFS Staff will be provided with or obtain Confidential Information of and from the Company.
- Except as authorised or required by their duties, they shall keep secret and shall not use or disclose and shall use his best endeavours to prevent the use or disclosure by or to any person of any of the Confidential Information which comes to his knowledge during their term of service.
- The restriction in previous paragraph shall apply during and after the termination of their Services with the Company, without any time limit but shall cease to apply to information or knowledge which entirely become public knowledge otherwise than through any unauthorised disclosure or other breach on their part of that restriction.
- All records in any medium (whether written, computer readable or otherwise) including accounts, timesheets, documents, drawings and private notes about the Company or its clients and all copies and extracts of them made or acquired by the SFS Staff in the course of their term shall be:
 - the property of the Company;
 - used for the purpose of the Company only;
 - returned to the Company on demand at any time; and
 - returned to the Company without demand on the termination of services.
- SFS staff are prohibited from publishing any recorded information on the Internet, or on any storage media which is accessible for public scrutiny.
- No person other than Secure Frontline Services Ltd shall acquire any enforceable rights under or in connection with this policy.

