[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Confidentiality Reminder

Document: _____ **Date:** _____

From: _____ **To:** All staff

Subject: Confidentiality and data handling - [Policy name]

All staff at [Office location] are reminded of their confidentiality duties under [Policy name], especially [Policy section]. Protect [Company name]'s confidential information at all times:

Do: Share confidential information only with authorised persons.

Do not: Share it with anyone not authorised to receive it.

Do: Store it securely, out of sight of unauthorised persons.

Do not: Leave it where it can be seen or accessed.

Do: Report any suspected breach to [Manager name] without delay.

Do not: Remove it from [Office location] unless authorised under [Policy name].

Questions: [Manager name], [Manager job title].

Acknowledged: _____ Name: _____ Date: _____