

CANNON BUSINESS MANAGEMENT LIMITED

www.cannonbusinessmanagement.co.uk

CBMPL07 - Confidentiality Policy

Policy Statement:

Cannon Business Management Limited is committed to protecting confidential information belonging to our business, employees, associates, clients, suppliers, and partners. We recognise that maintaining confidentiality is essential to building trust, safeguarding sensitive information, and complying with UK law, including the **Data Protection Act 2018** and contractual obligations.

We adopt a zero-tolerance approach to unauthorised disclosure, misuse, or loss of confidential information.

Purpose:

This policy sets out how confidential information must be handled to:

- Protect the interests of Cannon Business Management Limited, its employees, associates, and its clients.
- Ensure compliance with legal, regulatory, and contractual requirements.
- Prevent unauthorised access, sharing, or disclosure of sensitive information.

Scope:

This policy applies to:

- All employees, directors, contractors, and associates of Cannon Business Management Limited.
- All forms of information, including written, electronic, verbal, and visual data.
- All confidential information relating to our company, employees, clients, suppliers, and business partners.

Our Commitments:

Definition of Confidential Information

Confidential information includes, but is not limited to:

- Client and supplier details, contracts, and business data.
- Financial information, pricing, and business strategies.
- Personal data of employees, clients, and other stakeholders.
- Intellectual property, methodologies, and know-how.
- Any other information designated as confidential.

Handling Confidential Information

- Confidential information must only be used for legitimate business purposes.
- Access is restricted to those who need it to perform their duties.
- Information must not be disclosed to unauthorised persons inside or outside the company.
- All records, whether paper or electronic, must be stored securely.

Communication and IT Security

- Emails, documents, and digital files containing confidential information must be encrypted or protected where appropriate.
- Care must be taken when discussing confidential matters in public or open spaces.
- Company IT systems must be used responsibly, with passwords and access controls maintained at all times.

Disclosure

- Confidential information may only be shared externally with prior authorisation and, where necessary, under a signed confidentiality or non-disclosure agreement (NDA).
- Disclosure is permitted where legally required (e.g., by regulators or law enforcement), but must be approved by management.

Responsibilities:

Directors are responsible for enforcing this policy and ensuring employees are trained in confidentiality requirements.

Employees and Associates must comply fully with this policy and report any concerns about misuse or unauthorised disclosure.

Third Parties working with the company are expected to uphold equivalent standards of confidentiality.

Monitoring and Review:

This policy will be reviewed annually, or sooner if required by changes in law, regulation, or business practice. Breaches of confidentiality will be taken seriously and may result in disciplinary action, termination of contract, and/or legal proceedings.

Approved by:

Cannon Business Management Limited

Date: 09/09/2025 v1