

CONFIDENTIALITY & NDA POLICY

Serply Recruitment Ltd

1. Policy Statement

Serply Recruitment Ltd is committed to protecting confidential information relating to its business, clients, candidates, workers, and operations.

We recognise the importance of confidentiality in maintaining trust, complying with legal obligations, and protecting commercial interests, while also ensuring that confidentiality is not used improperly to restrict lawful reporting of wrongdoing.

This policy is aligned with applicable UK legislation, including data protection law and current legal developments relating to confidentiality and non-disclosure agreements.

2. Scope

This policy applies to:

- Employees and representatives of Serply Recruitment Ltd
- Temporary workers, candidates, and contractors
- Clients and third parties where confidentiality obligations arise
- All business operations, communications, and documentation

3. Purpose

The purpose of this policy is to:

- Define confidential information
- Establish how confidential information must be handled
- Ensure compliance with legal and contractual obligations
- Clarify the lawful limits of confidentiality
- Protect the rights of individuals to report wrongdoing

4. Definition of Confidential Information

Confidential information includes, but is not limited to:

- Personal data relating to candidates, workers, and employees
- Client business information
- Commercial terms and agreements
- Financial and payroll information
- Recruitment data and candidate records
- Internal processes, systems, and documentation

5. Handling of Confidential Information

Serply Recruitment Ltd will:

- Restrict access to confidential information to authorised individuals
- Ensure secure storage of data and documents
- Use appropriate systems and controls to protect information
- Prevent unauthorised disclosure

Individuals must:

- Only access information necessary for their role
- Not disclose confidential information without authorisation
- Take reasonable steps to protect information, including secure use of devices and communication systems
- Report any suspected data breach or unauthorised access

6. Permitted Disclosure

Confidential information may be disclosed where necessary:

- For legitimate business purposes
- To clients in connection with recruitment services
- To professional advisers (e.g. legal, financial, IT providers)
- Where required by law or regulatory obligation

All disclosures must be proportionate and limited to what is necessary.

7. Legal Limits of Confidentiality

Nothing in any agreement, policy, or contractual arrangement issued by Serply Recruitment Ltd shall prevent any individual from:

- Reporting harassment, discrimination, or unlawful conduct
- Making a protected disclosure (whistleblowing)
- Cooperating with regulators, law enforcement, or legal proceedings
- Seeking independent professional advice

Confidentiality provisions will always be interpreted in line with applicable law.

8. Duration of Confidentiality

Confidentiality obligations apply during engagement and will continue after the end of employment, assignment, or contractual relationship.

9. Data Protection Alignment

All confidential personal data will be processed in accordance with:

- UK GDPR
- Data Protection Act 2018

This policy should be read alongside the Data Protection & Privacy Policy.

10. Return and Deletion of Information

Upon termination of engagement or upon request, individuals must:

- Return all confidential materials
- Delete or securely dispose of any copies held
- Confirm compliance where requested

11. Breach of Confidentiality

Unauthorised disclosure of confidential information may result in:

- Removal from assignment
- Disciplinary action
- Termination of engagement
- Legal action where appropriate

12. Responsibilities

Serply Recruitment Ltd will:

- Implement appropriate safeguards
- Provide guidance on confidentiality
- Monitor compliance

Individuals must:

- Protect confidential information
- Report breaches
- Comply with this policy

Clients must:

- Respect confidentiality obligations
- Use data lawfully
- Comply with applicable data protection requirements

13. Record Keeping

Serply Recruitment Ltd will maintain appropriate records relating to confidentiality obligations and breaches.

14. Monitoring & Review

This policy will be reviewed regularly to ensure compliance with legislation, regulatory expectations, and best practice.

15. Contact

For further information regarding this policy, please contact:

Serply Recruitment Ltd

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