[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 Acknowledgement Form

A signed record that one person has received, understood, and accepted the handling rules for confidential material.

Organisation: _____
Full name of the person signing: _____
Job title: _____
Department or team: _____
Manager: _____
Date of this acknowledgement: _____

1. What this form covers. Confidential material means non-public information belonging to [Name of the organisation], its clients, or its suppliers, that the person signing may see, hear, or handle at work. It includes, where applicable: business plans, finances; client and supplier details; internal processes, security arrangements; personal data; and anything marked or treated as confidential. Information that is genuinely public, or already known to them with no duty of confidence, is not covered unless combined with confidential material so as to reveal it. If unsure, treat it as confidential and ask [Full name of the manager] before sharing it.

2. Acknowledgement statement. 1. I acknowledge that in my work for [Name of the organisation] I may have access to confidential material as described above.
2. I have received the handling rules in section 3, I understand them, and I agree to follow them.
3. I understand these obligations continue after my role ends, for [Duration of the confidentiality obligation after the role ends], unless [Name of the organisation] releases me in writing.
4. I understand that a breach may lead to disciplinary action, and to other consequences under any separate agreement or applicable law.

3. Handling rules acknowledged. 1. Use confidential material only for the work of [Name of the organisation], and only to the extent the work requires.
2. Do not disclose it to anyone who does not need it for that work and is not authorised to receive it, including family, friends, future employers, and the public.
3. Do not copy, photograph, forward, or remove it except through approved systems and for approved work purposes.
4. Store it only in approved locations, lock away paper copies when not in use, and lock screens when away from a device.
5. Do not discuss it in public places, on personal messaging accounts, or on personal devices except where [Name of the organisation] has expressly approved that use.
6. Do not use it for personal benefit, or for the benefit of any other person or organisation.
7. Report suspected loss, unauthorised access or disclosure now to [Full name of the manager] and [Name of the reporting contact or team], and preserve evidence.

4. Permitted disclosures. Disclosure is permitted only where required by law, ordered by a court or regulator, or expressly authorised in writing by [Name of the organisation]. If disclosure is required by law, the person signing must, where lawful and practicable, notify [Name of the organisation] first so protective steps can be considered, and disclose only the part required.

5. Return and deletion. 1. On leaving the role, on changing to a role that no longer requires access, or when asked, return every copy of confidential material, including documents, devices, keys, and access credentials, to [Full name of the manager].
2. Delete confidential material from personal devices and personal accounts as directed, and confirm deletion in writing when asked to do so.
3. Do not retain any copy, note, or summary of confidential material after leaving, except a copy expressly permitted in writing.
4. Return does not end the obligation of confidence, which continues for the period stated in section 2.

6. Questions and confirmation. Questions about this form, or whether particular material is confidential, should be raised with [Full name of the manager] before acting. Signing confirms receipt of the handling rules and agreement to follow them. It does not replace any separate confidentiality agreement that may also apply; where the two differ, the stricter obligation applies unless [Name of the organisation] states otherwise in writing.

Signed by the person acknowledging
Signature: _____
Full name: _____
Role or job title: _____
Date of signing: _____

Received by
Signature: _____
Full name: _____
Role or job title: _____
Date of signing: _____

Office use
Filed by: _____
Date filed: _____
Where filed: _____