[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
[Doc ID]	[Date]	[Manager name], [Manager job title]	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	Do not
Share confidential information only with authorised persons.	Share it with anyone not authorised to receive it.
Store it securely, out of sight of unauthorised persons.	Leave it where it can be seen or accessed.
Report any suspected breach to [Manager name] without delay.	Remove it from [Office location] unless authorised under [Policy name].

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

Acknowledged: _____ Name: _____ Date: _____