Ashford Business Services Ltd

Confidentiality Reminder

Document	Date	From	To
OF-MC-001	9 November 2026	James Patel, Office Manager	All staff

Subject: Confidentiality and data handling - Sarah Mitchell

All staff at Boardroom, 12 Church Street, Birmingham are reminded of their confidentiality duties under Sarah Mitchell, especially Policy section. Protect Ashford Business Services Ltd’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 James Patel without delay.	Remove it from Boardroom, 12 Church Street, Birmingham unless authorised under Sarah Mitchell.

Questions: James Patel, Office Manager.

Acknowledged: _____ Name: _____ Date: _____