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| [Company name] |
| Sensitive Information Policy Template |
| [Document subtitle] |

## [This policy should be used by the business as a guide when determining what sensitive personal information can be shared with people and/business outside the company.]

# 1. Purpose

The purpose of this policy is to guide the business’ employees when deciding what personal information can be disclosed to non-employees without any prior authorization, and the personal data that should be withheld by <Company Name> and not disclosed to outside people and/or organizations.

**2. Scope**

All <Company Name>’s collection of personal information that has been declared as suitable to be freely provided as public information will be provided to any person or business.

<List any examples of information that Company X deems as public information>

All <Company Name>’s collection of personal information that has been declared as sensitive and contains strictly confidential content will not be provided to any third party and should be securely.

<List any examples of information that Company X deems as confidential information>

**3. Protection of the different types of information**

**Information declared ‘public’**

All public information can be accessed by the following persons:

<List all persons (individuals and/or organizations) that can have access to information classified as public>

All public information will be distributed in the following way(s):

<List the different forms through which the information will be made available, for example, through company website, etc.>

Public information will be made available for <enter period/duration of availability> and updated every <enter period when information will be updated>

**Information declared confidential**

All confidential information will be restricted to the following persons:

<List all persons (individuals and/or organizations) that can have access to information classified as confidential>

All confidential information will be distributed in the following way(s):

<List the different forms through which the information will be made available>

All confidential information will be stored and secured in the following ways:

<List the different ways through which all confidential information will be stored and secured >

# 4. Document Change Control

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| Version | Change Description | Date | Author |
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