

# **I.T.S Engineering College, Greater Noida**

## **CONFIDENTIALITY POLICY**

Owing to the nature of work, many employees would be handling confidential information that is critical for the college. Integrity being the bottom-line of all transactions, our team nurtures ethical work habits. In consonance with that, the college believes in maintaining the sanctity of confidential information.

### **GUIDELINES**

- To ensure the sanctity of confidential information, each employee will ensure the safekeeping of all official documents, records or notes in whatever manner (including matter stored in computer memory or in any digital form) for which he/she is responsible. In the same spirit, he/she will also endeavour to ensure the safe custody of all files, folders, discs or documents that are transported outside the office.
- The employees will make every other such effort, not mentioned in this manual, to maintain this confidentiality.
- The discipline of confidentiality is best when it is self-imposed. Therefore, the attempt of the college will be to make people aware of lack of confidentiality or indiscretion rather than impose penalties. But in the event that there is a breach of confidentiality leading to the leak of any sensitive information, it may lead to termination of the concerned employee, if he/she is proved responsible for such breach.
- Any employee, who has reason to believe that the confidentiality of the college is being violated, should immediately bring it to the notice of the concerned Manager/HR Department.
- Right of confidential information always rests with the college and supersedes any separation.
- All employees shall carefully read the Non-Disclosure Agreement and agree that all of the restrictions set forth are fair and reasonably required to protect college 's interests.