



IDC CONFIDENTIALITY POLICY

IDC Ltd recognise the sensitivity of the information shared and gathered in the course of its operations. This policy is designed to protect such information that is deemed confidential to our clients, our service providers, government agencies and personal information of our respondents in the course of our operation.

In the course of employment, employees will be exposed to several levels of confidential information. This could be information belonging to the company, its clients, its sub-contractors, service providers and or project-affected persons.

Confidential information is any information to which the general public does not have access. This will include:

- Information the client / service provider, government and or sub-contractors deemed as confidential
- Personal information of project-affected persons
- Company information deemed to be confidential
- Working documents such as: systems, procedures, policies, strategies, research, business plans, financial data, strategies, price lists, formulas, techniques, technology, confidential reports, computer software, telephone lists, contract forms, files and all other information, knowledge, or data of any kind or nature relating to the products, services, or business of the company.
- Confidential and proprietary information also includes any work product of the employee during his or her employment with the company including emails, reports, memorandums, research, and other similar documentation.

Employees are prohibited from disclosing or duplicating such confidential information to non-employees except when there is a business need to do so. Upon termination of employment, the employee shall return all confidential information in the employee's possession.

Employees are also prohibited from accessing files, databases, and other company resources which they do not have authorization to access.

Those in violation of this policy will be subject to disciplinary action, up to and including termination.

Violations may also result in legal action.