

## **Rigby Morrison FM Ltd – Confidentiality Policy**

Rigby Morrison FM Ltd is committed to keeping client information and data secure while managing it in accordance with this Confidentiality Policy and our GDPR Policy. All employees and personnel working with Rigby Morrison FM Ltd will follow the guidance of this policy when working with clients.

### **Scope**

This policy applies to all clients whose data is collected and used by Rigby Morrison FM Ltd. It details the data that may be collected and used during our employment and how it will be stored within the company. This Confidentiality Policy outlines the principles that must be observed by all who work with Rigby Morrison FM Ltd and have access to client confidential information.

### **Confidential Information**

Confidential information may include any information which is not officially known. It can relate to technology, business, finance, transactions, or other affairs of a company. It includes information which is commercially valuable such as trade secrets or business information, as well as personal information. Examples of confidential information include, but is not limited to:

- Commercially Sensitive information
- Operating and Maintenance Building Information
- GDPR
- Operational Procedures and Company Best Practices
- Patent Specifications and/or Designs

Rigby Morrison FM Ltd expects its employees and personnel to handle all confidential information in a sensitive and professional manner. They are under an obligation not to gain access or attempt to gain access to information that they are not authorised to have. Rigby Morrison FM Ltd wishes to maintain personal and organisational safety and expects all employees and personnel to handle confidential information in a way which protects organisational security. Any intentional, repeated, accidental, or unauthorised disclosure of confidential information by any member of staff will be subject to disciplinary action. The disciplinary action will take account of the confidential and possibly sensitive nature of the information and will make sure that in dealing with it, no further breaches of confidentiality take place.

### **Protection of Data**

Rigby Morrison FM Ltd takes the security of data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by its employees in the performance of their duties. Where Rigby Morrison FM Ltd engages third parties on our client's behalf, they do so using technical and organisational measures to ensure the security of data. Please see our GDPR Policy for more information on the protection of Data.

### **Approval**

This Policy, and the associated processes and procedures, are approved by the Managing Director on behalf of the Board as the authority for our Quality documents within the company.

Rigby Morrison FM Ltd  
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Company Reg No: 11210620

**Review**

This policy will be monitored regularly and will be reviewed annually.

Signed

A handwritten signature in black ink, appearing to read 'AShepherd', written over a horizontal line.

Andrew Shepherd  
Managing Director  
Rigby Morrison FM Ltd  
02 March 2025