

Confidentiality Policy

Policy Statement for Clients

At **Tj's TaskHouse**, we recognise the importance of maintaining the confidentiality of all information provided by our clients. This Confidentiality Policy outlines our commitment to safeguarding your sensitive data and details the measures we have in place to ensure your information remains secure.

1. Scope

This policy applies to all information shared with us by clients during our professional relationship, whether provided in writing, verbally, electronically, or by any other means.

2. Definition of Confidential Information

Confidential information includes, but is not limited to, business data, financial records, personal information, trade secrets, project details, and any other material or knowledge that is not publicly available and is disclosed in confidence.

3. Use and Disclosure

We will use confidential information solely for the purpose for which it was provided and will not disclose it to any third party without prior written consent from the client, except where required by law or regulatory authorities.

4. Data Security

Appropriate technical and organisational measures are in place to protect confidential information against unauthorised access, disclosure, alteration, or destruction. We are trained on the importance of confidentiality and are required to always adhere to this policy.

5. Retention and Disposal

Confidential information will only be retained for as long as necessary to fulfil the purposes for which it was collected or as required by law. When no longer needed, such information will be securely destroyed or deleted.

6. Client Rights

Clients have the right to request access to their confidential information, to correct inaccuracies, and to withdraw consent for its use or disclosure, subject to legal and contractual obligations.

7. Breach Notification

In the unlikely event of a breach of confidentiality, we will notify affected clients promptly and take all reasonable steps to mitigate any potential impact.

8. Contact Information

If you have any questions or concerns regarding this Confidentiality Policy, please contact Tracy J Barrett tracy@tjstaskhouse.co.uk

By engaging our services, you acknowledge and accept the terms of this Confidentiality Policy.