



NEW ALTERNATIVE PATH
YOUR STEPPING STONE TO SUCCESS

✉ office@newalternative.co.uk ☎ 07365 22517 🌐 <https://newalternative.co.uk/>

Confidentiality & Non-Disclosure Policy

1. Purpose

The purpose of this policy is to ensure all sensitive information belonging to the consultancy, its students, and its partner institutions is protected against unauthorized access, use, or disclosure.

2. Scope

This policy applies to:

- All employees, interns, contractors, and volunteers.
 - External consultants, vendors, and partner institutions with access to consultancy information.
 - All forms of information written, electronic, oral, or visual.
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3. Definition of Confidential Information

Confidential information includes but is not limited to:

- Student personal, academic, financial, and visa/immigration records.
 - Internal consultancy processes, strategies, and training materials.
 - Contracts, partner agreements, and financial information.
 - IT systems, passwords, and access credentials.
 - Any unpublished reports, research, or data related to consultancy operations.
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4. Policy Statements

- Confidential information must only be accessed or used for legitimate business purposes.
- Disclosure to unauthorized individuals (inside or outside the consultancy) is strictly prohibited.

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- Data must be securely stored (encrypted digital storage, locked physical storage).
 - When transmitting confidential information, **approved secure channels** must be used (see Information Transfer Policy).
 - Confidential information must not be discussed in public areas or on unsecured platforms.
 - Obligations of confidentiality continue **even after employment or partnership ends**.
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5. Non-Disclosure Agreement (NDA) Requirement

- All staff, interns, and contractors must sign an NDA before being granted access to consultancy information.
 - External partners or vendors must sign a **mutual NDA** before data sharing.
 - NDAs must define the duration of confidentiality obligations (typically 3–5 years, or indefinite for highly sensitive data).
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6. Exceptions

Confidential information may be disclosed only if:

- Required by law, regulation, or court order (with management approval).
 - Explicitly authorized in writing by consultancy leadership.
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7. Breach of Policy

- Any suspected or actual breach must be reported immediately to the Information Security Officer.
 - Breaches may result in disciplinary action, termination of contracts, and/or legal proceedings.
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8. Responsibilities

- **All staff/partners:** Handle information in line with this policy and signed NDA.
- **Management:** Ensure NDAs are signed, stored, and enforced.
- **Information Security Officer:** Monitor compliance and investigate breaches.

9. Acknowledgement

I acknowledge that I have read and understood the Confidentiality & Non-Disclosure Policy. I agree to comply with its requirements and understand the consequences of violating this policy.

Approved by: Gotse Gyorshevski- Managing Director