

# Confidentiality Statement Template for Client Information

Use this **Confidentiality statement template** to protect client information and ensure privacy. It clearly outlines the obligations and responsibilities for handling sensitive data. This template helps maintain trust and comply with legal standards.

## Confidentiality Statement

I, **[Employee/Contractor Name]**, acknowledge that during the course of my engagement with **[Company/Organization Name]**, I may have access to confidential client information, including but not limited to personal data, business details, and other sensitive material.

- I agree to maintain the strict confidentiality of all client information and not disclose, share, or communicate such information to any third party without proper authorization.
- I will use client information solely for the purpose of performing my work responsibilities and for no other reason.
- I understand that unauthorized disclosure or misuse of client information may result in disciplinary action, legal proceedings, or termination of my engagement.
- I agree to comply with all applicable laws, regulations, and company policies regarding data protection and privacy.
- Upon the end of my engagement or upon request, I will return or securely destroy all documents or materials containing client information in my possession.

By signing below, I confirm that I have read, understood, and agree to abide by the terms of this confidentiality statement.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_