

# Employee Confidentiality Consent Form Sample

The **employee confidentiality consent form sample** is a crucial document that ensures employees acknowledge their responsibility to protect sensitive company information. It outlines the terms and conditions regarding data privacy and non-disclosure obligations. Using this form helps maintain trust and safeguards the organization's proprietary information.

## Sample Employee Confidentiality Consent Form

Employee Information

Full Name:

Employee ID:

Department:

Date:

Confidentiality Agreement

I acknowledge that during the course of my employment, I will have access to confidential and proprietary information belonging to the company. I understand and agree to the following:

- I will not disclose any confidential information to unauthorized individuals.
- I will use confidential information solely for work-related purposes.
- I will protect and safeguard sensitive information at all times.
- This obligation continues after my employment ends.

I understand that failure to comply with this agreement may result in disciplinary action, including termination of employment and potential legal action.

Consent and Acknowledgment

☐ I have read, understand, and agree to the terms and conditions stated above.

Employee Signature:

Date:

Submit