

Remote Worker Confidentiality Declaration Form

This **Remote worker confidentiality declaration form** sample ensures that remote employees acknowledge and commit to maintaining the privacy and security of sensitive company information. It serves as a crucial document to protect intellectual property and uphold trust between employers and remote staff. Utilizing this form promotes compliance with data protection policies across remote work environments.

Employee Information

Full Name:

Employee ID:

Department:

Manager/Supervisor Name:

Confidentiality Declaration

I, the undersigned remote worker, recognize that during my employment, I may have access to confidential, proprietary, or sensitive company information. I hereby agree to the following:

- To treat all company and client information as confidential and not to disclose it to unauthorized persons.
- Not to use confidential information for my own benefit or for the benefit of any third party.
- To follow all company policies and security procedures when working with confidential data remotely.
- To immediately report any actual or suspected data breach or unauthorized disclosure to management.
- To return or securely destroy any confidential information in my possession upon termination of employment or upon request by the company.

Employee Acknowledgment

I acknowledge and agree to comply with the company's confidentiality policies and understand the consequences of any violation, including disciplinary action or legal recourse.

Signature:

Date:

Submit