

A blurred background image of an office environment with people working at desks and computers. A large white curved shape on the right side of the image frames the text.

# Confidentiality in work environments

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Creative People



# Who am I?

- IT professional counting 24 years of experience.
- Worked for Securities, Telecoms and Defense prior founding Creative People, in 2013.
- I am a “procedure evangelist” and I strongly believe responsible IT is the first step to go further in business.
- Serve as forensics to IT related law cases worldwide.
- Founder and owner of Creative People



# Gossip

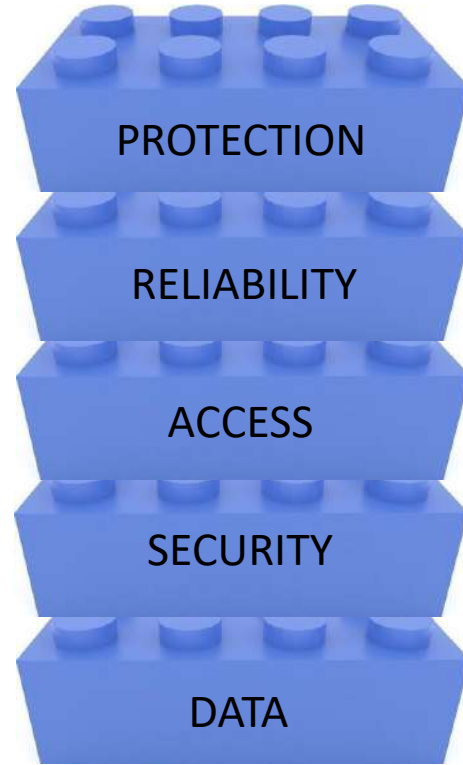
coworkers  
bully  
business  
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reject  
troubled  
couple  
colleagues  
stalking  
unhappy  
meeting  
friendship





**Confidentiality = Trust**

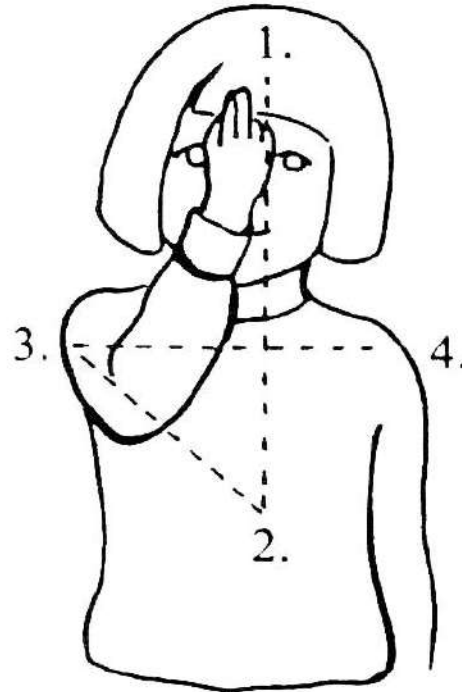




# GoAP 2019, we talked about GDPR

**Start with personnel**

**Invest on IT**



**Less is wise!**

**Define procedures and prepare**



# Confidentiality agreements: Do's and don'ts.

- Don't use templates!
- Don't just put lawyers do it.
- Create a corporate environment that favors confidentiality and trust.
- Put them on a “legal” document signed by ALL – even YOU!



# Basics of a confidentiality agreement.

- Define classifications of confidentiality
- How you treat business related information of a particular classification.
- Define treatment of (personal) data like:
  - Customer representatives
  - Colleagues
  - Employees

Tip: A DPP full of “don’ts” will not be well accepted by the personnel.





# Obligations of the employer

## Respect

Respect employees' privacy

## Protect

Protect their personal data

## Sign

Sign data exchange agreements with your suppliers



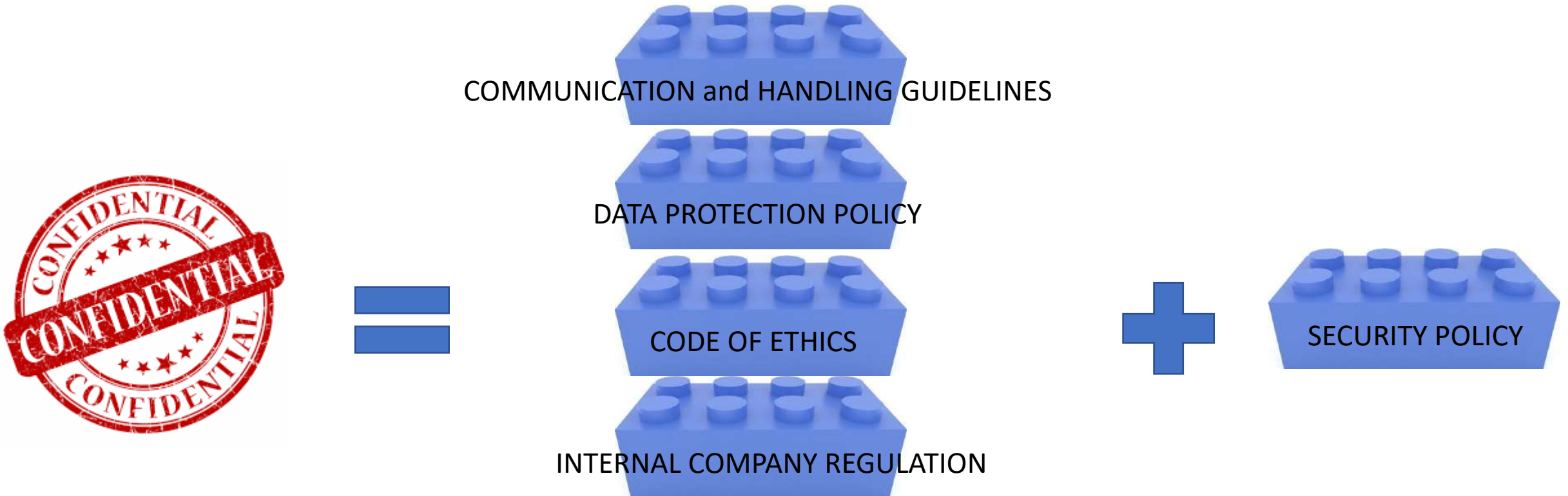
# Obligations of employees

- Who does this machine/resource belongs to?
- Confidentiality upon contracts or connection with customers should be kept even if the cooperation ends (for a minimum of X years).
- Email: to what extend does it make the employee responsible (don't use info for reply, nor accounting).
- Let them know that the network is monitored, and logs are kept.





# The “confidentiality” framework



# Monitoring is the guard of Confidentiality

## Tools

- ISO 2700x
- M365 Security & Compliance

## Confidentiality Guardians

- IT
- DPO
- HR
- Legal Department
- **Us!**





Confidentiality is the  
essence of being trusted.

Billy Graham



Meet our mascot, Jamal!  
He died protecting  
confidentiality and he  
loves it!

<https://creativepeople.gr>



CREATIVEPEOPLE