Confidentiality in work environments

Makis (Chrysostomos) Psaroudakis
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
Confidentiality = Trust
GoAP 2019, we talked about GDPR

Start with personnel

Invest on IT

Define procedures and prepare

Less is wise!
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

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<thead>
<tr>
<th>Respect</th>
<th>Protect</th>
<th>Sign</th>
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<tbody>
<tr>
<td>Respect employees’ privacy</td>
<td>Protect their personal data</td>
<td>Sign data exchange agreements with your suppliers</td>
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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

COMMUNICATION and HANDLING GUIDELINES

DATA PROTECTION POLICY

CODE OF ETHICS

INTERNAL COMPANY REGULATION

SECURITY POLICY
Monitoring is the guard of Confidentiality

<table>
<thead>
<tr>
<th>Tools</th>
<th>Confidentiality Guardians</th>
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<tr>
<td>• ISO 2700x</td>
<td>• IT</td>
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<td>• M365 Security &amp; Compliance</td>
<td>• DPO</td>
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<td>• HR</td>
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<td>• Legal Department</td>
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<td>• Us!</td>
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Confidentiality is the essence of being trusted.

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

https://creativepeople.gr