



**ALKIFAT** For General Trading and Contracting Company Ltd.

شركة الكفات للتجارة والمقاولات العامة المحدودة

# CONFIDENTIALITY POLICY

## Table of Contents

1. **Introduction**
2. **Purpose**
3. **Scope**
4. **Definitions**
5. **Roles and Responsibilities**
  - Employees
  - Contractors and Third Parties
  - Management
6. **Confidential Information Categories**
  - Client Information
  - Project Data
  - Financial Information
  - Trade Secrets
  - Employee Data
7. **Access and Control Measures**
  - Data Access Permissions
  - Physical Security
  - Digital Security Measures
8. **Information Sharing and Communication**
  - Internal Communication
  - External Communication
  - Third-Party Disclosure Agreements
9. **Storage and Retention**
  - Physical Document Storage
  - Electronic Data Management
  - Retention Periods
10. **Confidentiality Breach Protocols**
  - Incident Reporting
  - Investigation
  - Corrective Actions



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**11. Employee Obligations**

- Non-Disclosure Agreement (NDA)
- Training and Awareness
- Exit Process Confidentiality

**12. Compliance and Monitoring**

- Regular Audits
- Compliance Reporting

**13. Penalties for Non-Compliance**

**14. Amendments and Updates**

**15. Contact Information**

MEMBER OF KIFCO INTERNATIONAL GROUP



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## 1. Introduction

At KIFCO (ALKIFAT For General Trading and Contracting Company Ltd.), we recognize that confidentiality is the cornerstone of trust and professionalism. Protecting sensitive information is critical to maintaining our reputation and ensuring the success of our operations. This Confidentiality Policy outlines our commitment to safeguarding all confidential information related to our clients, projects, employees, and business activities.

## 2. Purpose

The purpose of this policy is to establish clear guidelines and procedures for handling confidential information. It aims to:

- Protect sensitive data from unauthorized access, disclosure, or misuse.
- Ensure compliance with legal and contractual obligations.
- Foster a culture of responsibility and accountability among employees and stakeholders.

## 3. Scope

This policy applies to all employees, contractors, suppliers, and partners who have access to KIFCO's confidential information. It covers all forms of information, including physical documents, electronic data, verbal communications, and intellectual property.

## 4. Definitions

- **Confidential Information:** Any non-public information that provides a competitive advantage, including client data, trade secrets, financial records, and proprietary methods.
- **Non-Disclosure Agreement (NDA):** A legal contract prohibiting the unauthorized sharing of confidential information.
- **Breach of Confidentiality:** Unauthorized disclosure, access, or use of confidential information.

## 5. Roles and Responsibilities

### Employees

Employees are responsible for understanding and adhering to confidentiality protocols, including:

- Signing NDAs as a condition of employment.
- Reporting potential breaches.
- Using secure channels for communication.



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### **Contractors and Third Parties**

Contractors and third parties must comply with confidentiality agreements and ensure their actions align with KIFCO's policies.

### **Management**

Management is responsible for enforcing the confidentiality policy, providing training, and addressing breaches promptly.

## **6. Confidential Information Categories**

### **Client Information**

Details about clients, their projects, and agreements.

### **Project Data**

Technical specifications, designs, and methodologies.

### **Financial Information**

Budget details, cost analyses, and financial strategies.

### **Trade Secrets**

Proprietary processes, techniques, and innovations developed by KIFCO.

### **Employee Data**

Personal information, employment records, and payroll details.

## **7. Access and Control Measures**

### **Data Access Permissions**

Access to confidential information is granted based on roles and responsibilities. Employees only access data relevant to their tasks.

### **Physical Security**

- Secure storage for physical documents.
- Restricted access to sensitive areas.



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### Digital Security Measures

- Password-protected systems.
- Regular updates to software and firewalls.
- Encryption of sensitive data.

## 8. Information Sharing and Communication

### Internal Communication

- Use secure internal platforms for sharing information.
- Limit information dissemination to necessary personnel.

### External Communication

- Obtain management approval before sharing information externally.
- Use encrypted emails or secure file transfer systems.

### Third-Party Disclosure Agreements

- Ensure third parties sign confidentiality agreements before accessing information.

## 9. Storage and Retention

### Physical Document Storage

Documents are stored in secure, access-controlled environments.

### Electronic Data Management

Data is stored on secure servers with backup protocols.

### Retention Periods

Retain data for periods specified by legal or business requirements, after which it must be securely disposed of.

## 10. Confidentiality Breach Protocols

### Incident Reporting

All breaches must be reported to the management immediately.



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### **Investigation**

Conduct a thorough investigation to determine the cause and impact of the breach.

### **Corrective Actions**

Implement measures to prevent recurrence, including disciplinary action or system upgrades.

## **11. Employee Obligations**

### **Non-Disclosure Agreement (NDA)**

All employees must sign an NDA upon hiring.

### **Training and Awareness**

Regular training sessions on confidentiality practices and data protection.

### **Exit Process Confidentiality**

Ensure departing employees return all confidential materials and remind them of their ongoing confidentiality obligations.

## **12. Compliance and Monitoring**

### **Regular Audits**

Conduct audits to ensure adherence to confidentiality standards.

### **Compliance Reporting**

Document and report compliance activities to management.

## **13. Penalties for Non-Compliance**

Breaches of confidentiality may result in:

- Disciplinary action, up to and including termination.
- Legal action and financial penalties.

## **14. Amendments and Updates**

This policy will be reviewed annually and updated as necessary to address changes in operations or legal requirements.

## **15. Contact Information**

For questions or concerns regarding this policy, contact us at [info@alkifat.com](mailto:info@alkifat.com)



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