



**HCV Resource Network**  
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## 07 Confidentiality Policy

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HCV Network Ltd recognises that, through the normal course of its activities, it may work for companies or organisations with competing interests, or encounter sensitive information concerning a client. This policy is intended to ensure that HCV Network Ltd does not disclose confidential information about its clients or their business without prior permission.

### 1 Commitment to confidentiality

For the purposes of this policy document the expression “Confidential Information” shall include all information which the client wishes to protect against unrestricted disclosure and which is marked as confidential or proprietary or is, by its nature, clearly confidential.

Once contracted to a client, HCV Network Ltd agrees to abide by the following commitments:

During the contract and at any time thereafter HCV Network Ltd agrees to:

- Keep the client’s Confidential Information secret and confidential; and
- To use the client’s Confidential Information solely about its obligations under the contract (“the Purpose”); and
- Only disclose the client’s Confidential Information to such employees, directors, agents, parent or subsidiary companies, and/or professional advisors as need to know for the purpose and on condition that they will be informed of the confidential nature of such Confidential Information and directed to deal with it on terms no less onerous than the terms set out in this policy document.

HCV Network Ltd shall not be prevented from making use of know-how and principles learned or experience gained of a non-proprietary or non-confidential nature. Information shall not be regarded as Confidential Information for the purposes of this policy document if it:

- Is generally available in the public domain other than by a breach of this policy document; or
- Becomes available to HCV Network Ltd in a lawful manner from a third party who, to the best of HCV Network Ltd’s knowledge, is lawfully entitled to disclose the same; or
- Can be proven that it has been independently developed by HCV Network Ltd; or
- Is disclosed with the prior consent of the client; or
- Is trivial or obvious.