



Confidentiality A Quick Guide

The law of confidentiality protects your ideas and trade secrets but you must make sure you take the correct steps to safeguard that secret information.

Some key issues to note are:

- The law can protect your information and know-how.
- To obtain the benefit of protection, information must be kept secret and be kept out of the public domain.
- You should ensure you have strict procedures in place to protect any confidential information.
- You should not share any know-how or sensitive information with anyone before they enter into a confidentiality agreement or NDA (non-disclosure agreement).
- If you do not protect your sensitive information and it gets into the public domain then it becomes commonplace and its value decreases.
- Some typical examples of confidential information include:
 - customer lists;
 - business plans and proposals;
 - procedures which help to improve efficiency;
 - information about your business that may be disclosed to another party in relation to a service to be provided to them or by them.

HOW WE CAN HELP

We can advise on all aspects of protection of your confidential information, including drafting confidentiality agreements and advising how you can protect your know-how and fully exploit it. As the founding member of Mackrell International, an international network of independent law firms, we can offer intellectual property assistance worldwide.



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