

Confidential information policy

Employees should not, except as authorised by BW or required by their duties, use for their own benefit or gain or divulge to any third party any confidential information belonging to BW or relating to its affairs or dealing which may come to their knowledge during their employment.

Confidential information shall include all information which has been specifically designated as confidential by BW and any information which relates to the commercial and financial activities of BW, the unauthorised disclosure of which would embarrass, harm or prejudice BW. It does not extend to information already in the public domain, unless such information arrived there by unauthorised means, or if it is disclosed in accordance with BW's policy Whistleblowing at work which protects employees who raise legitimate concerns and have a reasonable belief that the disclosure is true, under the Public Disclosures Act 1998.

All confidential records, documents and other information which are made or acquired through the course of employment shall be the property of BW and must be returned to BW on the termination of employment.