

Confidentiality induction pack



GROSVENOR

Confidentiality requirements

You may also have a confidentiality agreement with us which sets out specific information. This could be because you provide services to us. As such you may have come to know and/or become aware of information of a confidential and/or private nature about the Grosvenor Family Office and Rural Estates and/or Grosvenor Family.

If you do have a confidentiality agreement with us, the following are key requirements that you need to follow. 'You' in this contract means, you, your organisation, and the following:

- Employees, including all those that are permanently employed or on a fixed term contract
 - Sub-contractors and/or subsidiary companies
1. You will not at any time directly or indirectly, disclose, divulge, or make unauthorised use of any Confidential Information.
 2. You will keep any Confidential Information provided to you as part of your role strictly confidential and accordingly you must not disclose it to any other person outside of your employment at Grosvenor.
 3. You will not take any photographs, other than where strictly required in connection with the work for which you have been contracted.
 4. You will not post or share images, statuses, comments and/or content on any form of social media which is part of your day-to-day work for the Grosvenor Estate and/or is related to the Grosvenor Family in any way.
 5. You will not remove any information from the work environment without prior written authorisation.
 6. You will be very careful when discussing Confidential Information, where you may be overheard by those who have no right to access the Confidential Information.
 7. You will only access Information that you have a right to see as part of the role you are carrying out for us.
 8. You will only share Confidential Information with other people and organisations where it is necessary to do so as part of your role.
 9. You will not allow anyone to gain unauthorised access to a restricted area by tailgating, which is to avoid or bypass security measures by following you or another person through a door or gate, without consent.

You must immediately inform the Grosvenor Family Office and Rural Estates if you become aware of the possession, use or knowledge of Confidential Information by any person not authorised to possess, use, or have knowledge of it. to us by:

- Telephone on 01244 684400; and
- Email to Data.protectionFIO@grosvenor.com

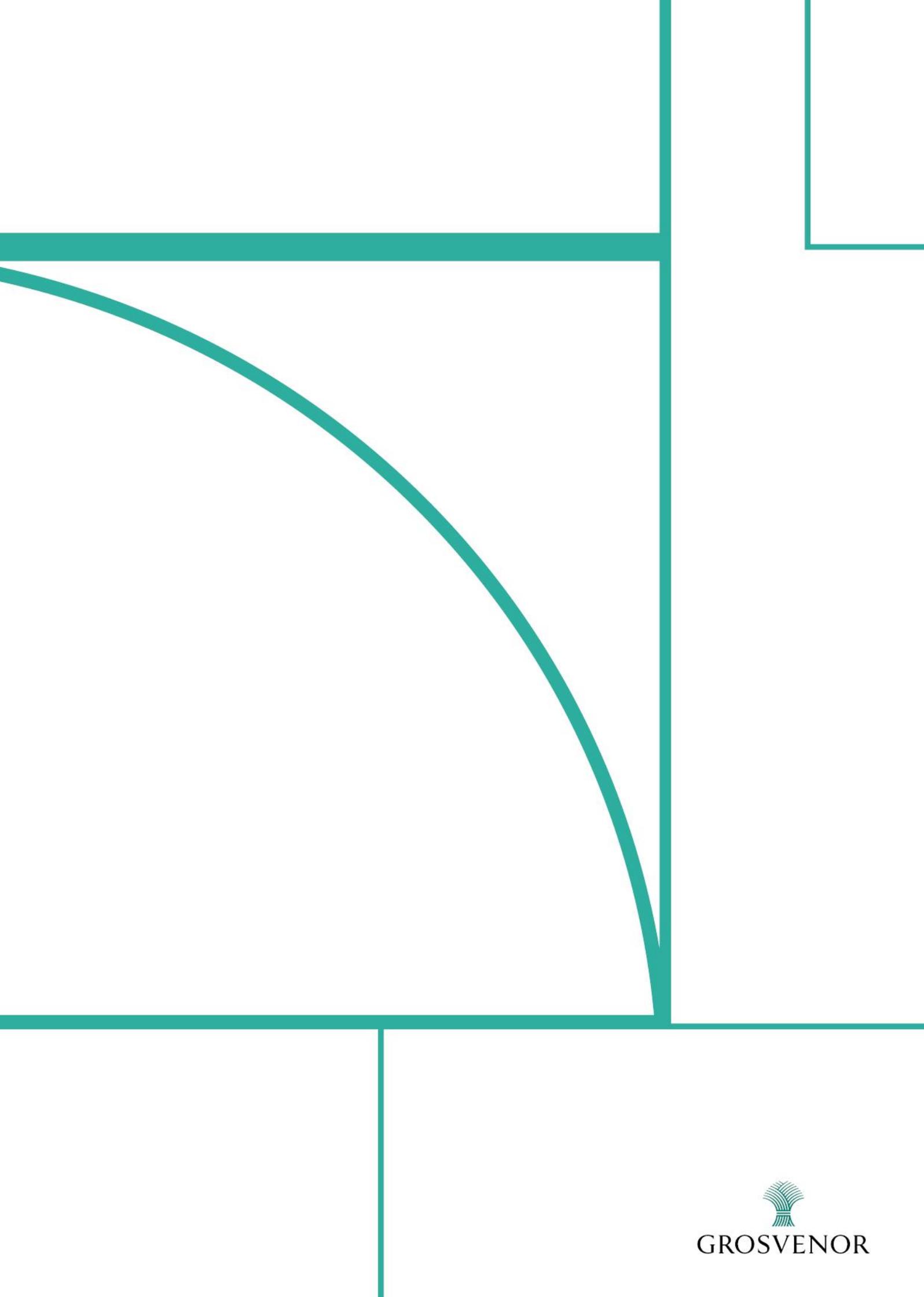
Appendix A

Document control

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