

Date: [Insert Date]

To: [Employee Name]

From: [Compliance/Legal Department]

Subject: ADVISORY: Protocol for Handling Trade Secrets in a Remote Environment

Dear [Employee Name],

As you continue your remote work assignment, this advisory serves as a formal reminder of your obligations regarding the protection of [Company Name]'s trade secrets and proprietary information. Remote work environments present unique security risks that require heightened diligence.

1. Definition of Confidential Information

Trade secrets include, but are not limited to, technical data, customer lists, pricing strategies, source code, and unannounced product designs. This information remains the exclusive property of the Company.

2. Secure Physical Environment

You are required to maintain a secure workspace. Confidential documents must not be left visible to unauthorized individuals, including household members. Physical documents containing sensitive data must be stored in locked cabinets and disposed of using a cross-cut shredder.

3. Digital Security Protocols

All work must be performed exclusively on Company-issued hardware. You are prohibited from:

- Transferring trade secrets to personal email accounts or personal cloud storage.
- Using non-approved messaging platforms for professional communication.
- Connecting to Company servers via unsecured public Wi-Fi networks.

4. Disclosure Obligations

Under your signed Confidentiality Agreement, you are prohibited from disclosing trade secrets to any third party without express written consent. If you suspect a data breach or unauthorized access to your devices, you must notify the IT Security Department within [Number] hours.

5. Acknowledgment

By continuing your remote duties, you acknowledge your understanding of these protocols and your legal obligation to safeguard the Company's intellectual property. Failure to comply may result in disciplinary action, up to and including termination and legal proceedings.

If you have questions regarding the classification of specific information, please contact [Department/Contact Person].

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Company Name]