

DATE: [Current Date]

TO: [Employee Name/Department]

FROM: [Senior Partner/Compliance Officer]

RE: Protocol for Handling Confidential Client Legal Files

Dear [Name],

This letter outlines the mandatory procedures for the management, storage, and disposal of confidential client legal files. To maintain attorney-client privilege and comply with data protection regulations, all staff must adhere to the following:

- 1. Access Control:** Only authorized personnel assigned to the specific case may access physical or digital files. Unauthorized sharing of login credentials or physical keys is strictly prohibited.
- 2. Physical File Security:** All physical documents must be stored in locked filing cabinets when not in use. No files should be left unattended on desks overnight or in public areas of the office.
- 3. Digital Security:** Digital files must be saved only on the firm's encrypted secure server. Use of external USB drives or personal cloud storage for client data is forbidden.
- 4. Transmission of Records:** Sensitive documents sent via email must be password-protected or sent through the firm's secure client portal. Physical transport of files outside the office requires prior written approval.
- 5. Disposal and Retention:** Documents must be retained in accordance with the firm's retention schedule. When authorized for destruction, files must be cross-cut shredded or digitally wiped using approved software.
- 6. Breach Reporting:** Any suspected loss, theft, or unauthorized access to a client file must be reported to the Compliance Officer immediately.

Please sign below to acknowledge that you have read and understood these confidentiality protocols.

Signature

Date