

# Law Office Confidentiality Checklist

Mandatory Compliance for All Employees, Contractors, and Assistants

## Purpose

This checklist outlines the standards and procedures every employee, contractor, and assistant must follow to safeguard confidential information at the Law Office. Adherence to these guidelines is essential for legal and ethical compliance. *See: Indiana Rule of Professional Conduct Rule 1.4.*

## Definitions

- **Confidentiality:** The obligation to protect all sensitive, proprietary, or private information acquired through the Law Office's operations, regardless of format (written, electronic, verbal). This includes, but is not limited to, business records, financial data, internal communications, and personnel information.
- **Client Confidentiality:** The duty to preserve and protect all information relating to current, former, or prospective clients. This encompasses case details, client communications, legal strategies, personal data, and any materials provided by the client. Disclosure to unauthorized parties is strictly prohibited.
- **Attorney Confidentiality:** The professional requirement for attorneys and their staff to maintain the secrecy of privileged communications, work product, and any information subject to attorney-client privilege. This also covers internal Law Office discussions regarding legal matters and strategies.

## Checklist

1. Read, understand, and sign the Law Office's confidentiality agreement before commencing work.
2. Do not disclose any confidential information to unauthorized individuals, inside or outside the Law Office.
3. Secure all files, documents, and electronic data when not in use (e.g., lock desks, use password protection).
4. Limit discussions of client or Law Office matters to private, secure environments; never discuss in public or common areas.
5. Use encrypted communication methods for transmitting sensitive information electronically.

6. Report any suspected breach of confidentiality immediately to the designated compliance officer.
7. Do not access client or Law Office information unless required for your role and authorized by management.
8. Dispose of confidential materials securely (e.g., shredding paper documents, deleting digital files permanently).
9. Continue to honor confidentiality obligations after employment or engagement with the Law Office ends.
10. Participate in periodic confidentiality training and reviews as mandated by the Law Office.

## **ACKNOWLEDGMENT**

By following this checklist and the Law Office's confidentiality agreement, you help protect the integrity of our clients, the Law Office, and the legal profession.