

“Confidential Information”

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“Confidential Information” in a business situation includes:

- Documentation in each employee’s personnel file;
- Names of participants contributing “attitude survey” feedback to management through a 3rd party consulting firm;
- Outcomes of “personality or other tests” administered employees by 3rd party consulting firms where employees are told in advance that the test is for their benefit alone and results will not be shared with others;
- Forward action plans of a competitive nature;
- Proprietary information intended to be kept secret (product formulations, recipes, budget figures, pricing practices, etc.);
- Attorney-client privileged interaction and work product; and
- Certain policies, procedures or other file documentation which, in the hands of competitors, could put the firm in a competitive disadvantage (i.e. a list of all properties ground leased along with the contact information of each Lessor);

The penalty for failure to keep this kind of information confidential should be immediate dismissal.

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