

Atomic80 Limited

Confidentiality Policy

During the normal course of business the Company may hold or have access to privileged information that has the potential to cause embarrassment or disadvantage if not adequately protected.

The Company's confidentiality policy is to minimize the potential for personal, confidential, sensitive and proprietary information to be compromised. Adherence to this policy will reduce the risk of the Company and its staff from accusations of inappropriate activity or impropriety.

The company will establish and maintain a Records Retention and Disclosure process that will clearly set out how the Company;

1. Handles confidential information.
2. Complies with the legal requirements set out by the Data Protection Act and other relevant legislation.
3. Prevents the release of confidential information without the consent of relevant parties.
4. Stores confidential information separately and restricts its access.
5. Handles confidential material, restricts access and ensures its staff are fully aware of this process.
6. Informs its staff, clients and other third parties of their right to access confidential information, and their entitlement to confidentiality.
7. Will not retain personal information for longer than required.
8. Will destroy confidential information prior to its disposal.
9. Will carry out periodic reviews of this process and policy.

Signed: D G Mead

Director Atomic80 Limited.

Date of issue - 1st July 2015.

Review date - 1st July 2016.