



Bay Adelaide East  
8 Adelaide Street West  
Suite 200  
Toronto ON, M5H 0A9  
Canada

www.deloitte.ca

## Data protection reminders for departing contractors

Your duty of confidentiality to Deloitte and Deloitte clients continues to apply after your work with Deloitte ends. Use this guide to ensure your offboarding actions are aligned with Deloitte's data protection expectations and the duty of confidentiality you owe for all paper and electronic records you may have access to or are in your possession.

### Remember:

- The data protection requirements contained in the **CIMP you signed** when you started working with Deloitte continue to apply.
- Any information you collect, generate, or otherwise have access to in connection with your work with Deloitte, whether "**Deloitte information**", "**Deloitte client information**", or "**Deloitte third party information**" can **only be used for the specific purpose of completing your work with Deloitte**. Any other purpose, such for your personal reference, is not permitted.
- Use the **protocols communicated to you by Deloitte** to transition information to other Deloitte team members or leaders when your work with Deloitte is complete. Do not use personal / unapproved methods to do so.
- Temporarily copying, transferring, or otherwise sharing "**Deloitte information**", "**Deloitte client information**", or "**Deloitte third party information**" with any other purpose or to any other device or account is strictly prohibited, and would constitute an incident if it were to occur.

<b>Information that <u>can</u> be taken when your work with Deloitte ends.</b>	<ul style="list-style-type: none"><li>• Your <b>own</b> information, to the extent you chose to temporarily store it in a Deloitte account or on a Deloitte device. Examples include: your certifications, your resume, your own tax slips, etc.</li><li>• Information that is publicly available (e.g., accessible on a public-facing website)</li></ul>
<b>Information that <u>cannot</u> be taken when your work with Deloitte ends, even for reference purposes.</b>	<b>Deloitte information:</b> <ul style="list-style-type: none"><li>• Deloitte Proprietary Property (e.g., timesaver templates, icons, Deloitte developed apps or software)</li><li>• Proposals prepared for clients <i>where client CI is not included</i></li><li>• Client deliverables where client CI <i>is not included</i></li><li>• Deloitte trade secrets</li><li>• Deloitte business, strategies, and marketing plans</li><li>• Deloitte targeting plans for clients</li><li>• Deloitte client, vendor, or supplier lists</li><li>• Deloitte forecasts and financial information</li><li>• Deloitte debit or credit card information</li><li>• <b>Personal Information ("PI")</b> about Deloitte practitioners, partners, or contractors ("<b>Personnel</b>") such as Personnel numbers, tax returns</li></ul>

provided to or prepared by Deloitte, Deloitte employment applications and resumes, Deloitte organization charts, Deloitte performance ratings and other Personnel records, Personnel banking information for direct deposits

- Client and vendor/supplier agreements (master services agreements, statements of work, engagement letters)
- Work product and notes created in performing services for clients
- Deloitte-prepared training
- Any other information about Deloitte that is not available in the public domain or known to the public, and that is not otherwise captured in Client CI or Third-Party CI

**Deloitte client information:**

- Client deliverables where client CI is included
- Proposals prepared for clients where Client CI is included
- Certain client proprietary property
- Client trade secrets
- Client business operations, strategies, and marketing plans
- Client tax returns, including those prepared by Deloitte for Deloitte Personnel
- PI about an individual or a client's Personnel (unless publicly available, such as client contact information)
- Client supplier information
- Client designs, marketing, and business plans
- Client forecasts and financial information
- Client tax identification numbers
- Client statements of work and engagement letters
- Client preferences for specific products or services
- History of client purchases and billing details for a client
- Client banking details
- Special classes of information provided to Deloitte by clients (e.g., Prescribed Supervisory Information, Classified Information, Top Secret, etc.) that is deemed confidential
- Client owned or licensed software, any part of code, or any other technical information
- Work product and notes created in performing services for clients
- Client-issued training
- Any other information provided to Deloitte by clients or generated for the client during client service delivery that is not available in the public domain or known to the public

**Deloitte third party information:**

- Vendor/supplier debit or credit card information
- Vendor/supplier presentations, rate structures, contracting details
- PI about an individual third-party or a third-party's Personnel (unless publicly available)
- Third Party owned or licensed software, any part of code, or any technical data
- Any other information provided to Deloitte by Third Parties that is not available in the public domain or known to the public