

## **Data Security and Confidentiality**

Client confidentiality and data security is at the forefront of Legal Circle's operations. Some of the security measures undertaken by Legal Circle are as follows:

- Password protection is provided for every computer and data;
- Restricted access of client information to employee's - only on need to know basis;
- All data is monitored when received from clients and relayed to the team;
- All employees are bound by confidentiality agreements;
- Employment contract carries termination clause for any minor breach;
- Physical Security Measures;
- Restricted access to the facilities of Legal Circle with proper identification;
- Use of high-tech security systems with automatic locking features;
- Monitoring camera located on floors to track employment movement;
- Video conferencing facility available to communicate with the clients at any point of time;