



PROJECT COMMUNICATION POLICY -GMF-2024

Non-Disclosure Agreement (NDA):

- For projects requiring confidentiality, all team members involved must sign a Non-Disclosure Agreement before accessing any project-related information.
- The NDA outlines the obligations of confidentiality and prohibits the disclosure of sensitive project details to external parties without prior authorization.

• Communication Channels:

- Use designated communication channels approved by the organization for project-related discussions.
- All project communication must be conducted through official email accounts or project management platforms provided by the organization.

• Professional Conduct:

- Maintain professionalism in all project communications, adhering to organizational values and ethical standards.
- Refrain from engaging in any form of discriminatory, offensive, or inappropriate communication.

• Transparency and Accountability:

Ensure transparency in project communication by providing regular updates to relevant stakeholders.

Maintain accountability by accurately documenting and reporting project progress, challenges, and outcomes.



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- **External Communication:**

- Obtain authorization from designated personnel before engaging in any external communication related to the project.
- Communicate project achievements, milestones, and impact in a transparent and factual manner to external stakeholders.

Data Security and Confidentiality Policy:

- **Data Classification:**

- Classify organizational data based on sensitivity and confidentiality levels.
- Define categories such as public, internal, confidential, and highly confidential to determine access rights and security measures.

- **Access Control:**

- Implement access controls and user authentication mechanisms to restrict unauthorized access to sensitive data.
- Grant access privileges based on job roles and responsibilities, ensuring the principle of least privilege.

- **Encryption and Data Protection:**

- Encrypt sensitive data during transmission and storage to prevent unauthorized interception or access.
- Regularly update security protocols and software patches to mitigate vulnerabilities and protect against cyber threats.

- **Confidentiality Agreements:**

- Require employees, contractors, and third-party vendors to sign confidentiality agreements to safeguard organizational data.
- Clearly define the obligations and responsibilities regarding the protection and non-disclosure of confidential information.



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- **Data Backup and Disaster Recovery:**

Establish regular data backup procedures to ensure the availability and integrity of critical information.

Develop a comprehensive disaster recovery plan to mitigate the impact of data breaches, natural disasters, or other unforeseen events.

- **Training and Awareness:**

- Provide training programs and resources to educate employees about data security best practices and the importance of confidentiality.
- Foster a culture of data security awareness and accountability across the organization.

Note: These policies are designed to ensure effective communication management for projects while upholding the principles of confidentiality, professionalism, and data security within Green Masai Foundation.



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