

Client Confidentiality and Asset Handling Policy

Legal operator	Pariter Limited trading/operating the F-Stop Creative brand
Company number	05308864
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Policy owner	Ian Chadwick, Director
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Purpose

F-Stop Creative may receive confidential business information, creative materials, draft campaigns, brand assets, product information, launch plans, credentials, data, images and commercially sensitive files. This policy sets expectations for handling those materials.

Handling rules

- Use client materials only for the relevant project or agreed business purpose.
- Store files in approved project folders and avoid unmanaged personal storage.
- Limit sharing to project team members, approved suppliers and advisers who need access.
- Mark sensitive drafts, private launches and confidential materials appropriately.
- Do not use non-public client material in portfolio posts or case studies without permission.
- Return, archive or delete materials where required by the project terms or client instruction.

Freelancers and suppliers

Freelancers and suppliers should be briefed on confidentiality, permitted use, data handling and portfolio restrictions where relevant. Written terms or NDAs should be used for sensitive projects.