aidporter | Design & Communication Partner for International Development

HOW WE PROTECT YOUR MATERIAL

# Confidentiality and Data Protocols

| DOCUMENT | VERSION | ISSUE DATE | CONTACT |
|---|---|---|---|
| Protocols | 2026 | October 2026 | info@aidporter.com |

## Our standard

Proposals and project documents carry sensitive information: strategies, budgets, team CVs, client data. These are the rules we apply on every project, whatever its size.

## 1 · Non-disclosure agreements

We sign a Non-Disclosure Agreement with you before you share any material, and every external collaborator signs one with us before accessing any project material.

We only work with long-term collaborators selected by the partners, and we keep a record of who is approved.

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## 2 · One team per bid

Each bid is run by its own team, led by a partner or a project manager, with its own files and access. Each person only reaches the folders and tasks they need, and no one on one team sees another bid's material.

If two clients bid for the same tender, Aidporter works as separate studios for that tender. Contracts, invoices and negotiations are handled by the partners only.

## 3 · Storage

Client files are stored on Google Workspace, encrypted and protected with two-factor authentication. Project files on our computers are kept on encrypted drives.

Passwords are kept in a password manager, never in documents or messages.

## 4 · Retention and deletion

We keep only what is needed. Final deliverables are archived securely; drafts and working files are deleted three months after delivery and permanently removed from the trash within 30 days.

You can ask us to delete your files at any time, and we confirm the deletion in writing. Every deletion is logged internally with the date and the person responsible.

## 5 · Communication

We work with clients through corporate email only, never through messaging apps. Sensitive files are not sent as attachments: we share them through Google Drive links with limited permissions.

Calls run on Google Meet, Microsoft Teams or Zoom, and we confirm who is on the call before sharing the screen.

## 6 · What we show in public

The samples on our website and in our presentations carry placeholder text or blurred content. We do not show a client's real content in public.

## 7 · Roles

| WHO | RESPONSIBILITY |
|---|---|
| **Partners** | Overall supervision of confidentiality and data handling; NDAs, access rights, contracts and negotiations. |
| **Project lead** | A partner or a project manager on each bid or project: permissions, folder access and the deletion schedule. |
| **Collaborators** | Access only to the material needed for their task, under NDA. |

## 8 · Review

These protocols are reviewed regularly to keep up with client requirements and new tools. Personal data is processed in line with the GDPR; when we act as a processor we sign a data processing agreement.