

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Definitions:

"*Confidential Information*" is defined as proprietary (owning or holding exclusive rights to something) or non-public oral and written information or machine readable information belonging to **CHAPTER NAME**; accessible to an employee, staff member, volunteer or contractor (**CHAPTER NAME** representative) through the course of their employment at **CHAPTER NAME**.

Examples include: personal information, financial data, human resources/payroll records, legal documents and clinical data.

Any information that an employee, staff member, volunteer or contractor (**CHAPTER NAME** representative) learns about **CHAPTER NAME**, or its members, participants, volunteers or donors, as a result of working for **CHAPTER NAME** that is not otherwise publicly available constitutes confidential information. **CHAPTER NAME** representatives may not disclose confidential information to anyone who is not employed by **CHAPTER NAME** or to other persons who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information is vital to the interests and the success of **CHAPTER NAME**. The disclosure, distribution, electronic transmission or copying of **CHAPTER NAME**'s confidential information is prohibited to those without a legitimate need to know. Confidential information may not be removed from the premises without express authorization. Such information includes, but is not limited to the following examples:

- Personal information
- Compensation data and financial information, including information related to donors
- Pending projects and proposals

Any **CHAPTER NAME** representative who discloses confidential **CHAPTER NAME** information will be subject to disciplinary action (including possible termination), even if he or she does not actually benefit from the disclosure of such information. If in doubt as to whether information should be divulged, do not divulge the information and discuss the situation with your Supervisor.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

All inquiries from the media must be referred to the Development Director.