CONFIDENTIALITY POLICY AND PLEDGE

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 disclosure, distribution, electronic transmission or copying of CHAPTER NAME’s confidential information is prohibited to those without a legitimate need to know. 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.

I understand the above policy and pledge not to disclose confidential information.

Signature: 

Print Name: 

Date: 

Please sign and return to the Chief Financial Officer