

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