

911for911

CONFIDENTIALITY AGREEMENT

DATE OF ORIGIN: _____ DOCUMENT#: PL20-103
DATE OF LAST REVISION: _____
DATE OF ADOPTION: _____
SIGNATURE OF OFFICIAL: _____

It is the policy of the nonprofit, 911for911 that board members and employees of 911for911 will not disclose confidential information belonging to, or obtained through their affiliation with 911for911 to any person, including their relatives, friends, and business and professional associates, unless the nonprofit corporation has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, volunteers and employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view.

Upon separation of employment and at the end of a board member's term, he or she shall return, all documents, papers, and other materials, that may contain confidential information.

Failure to adhere to this policy will result in discipline, up to and including separation of employment or service with 911for911.

Certification

I have read 911for911's policy on confidentiality presented above. I agree to abide by the requirements of the policy and inform the Board President or my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with 911for911.

Name _____

Signature _____ Date _____