

RMOUG Confidentiality Policy

Confidentiality Policy for Volunteers and Board Members

Contractors, volunteers, and board members of RMOUG may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of RMOUG that such information must be kept confidential both during and after contracted or volunteer service. Contractors and volunteers, including board members, are expected to return all materials and equipment containing privileged or confidential information at the time of expiration of service.

Personal and financial information pertaining to vendors, sponsors, and members of RMOUG is confidential and shall not be disclosed or discussed with anyone without permission or authorization from the Board of Directors.

Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal, or civil litigation.

Statement of Understanding

I have read and understand RMOUG's policy on confidentiality and agree to abide by its terms.

Printed Name: _____

Signature: _____

Date: _____