

AMERICAN LEGION AUXILIARY - DEPARTMENT OF IOWA

CONFIDENTIALITY AGREEMENT

It is the policy of the American Legion Auxiliary to maintain the confidentiality of sensitive information and take reasonable steps to protect and secure confidential information that is pertinent to the business and services of the organization.

Officers, board members, committee members and volunteers and staff members with the American Legion Auxiliary Department of Iowa shall maintain the confidentiality of any information concerning legal, sensitive business and personal matters. Officers, board members, committee members and volunteers shall not disclose information about donors and donations without express permission, or information concerning personnel, sensitive business and legal matters that may directly or inadvertently become known to the officers, board members, committee members and volunteers.

As an officer, past officer, member of the governing board, member of a department committee or staff member, I recognize that certain written and verbal information provided to me in my capacity as an Auxiliary leader is intended only for my confidential use in my official capacity as an Auxiliary leader and is not to be disclosed, copied, distributed, made available or communicated to others. I will exercise caution and care in the handling of documents and material that have been provided and entrusted to me.

I recognize and understand my responsibility for protecting confidentiality and agree to abide by this policy at all times.

(Signature)

(Date)

(Printed Name)

Department of Iowa