

Pony of the Americas Club Confidentiality Policy/Agreement

- I. Purpose:**
To establish the policy, procedures and standards concerning the protection of confidential organizational information.
- II. Policy:**
The POAC will safeguard confidential information concerning all aspects of the organization, financial, POAC business and other matters. Unauthorized disclosure of confidential information by a POAC board member is prohibited and may result in disciplinary actions up to and including termination and legal action.
- III. Procedures:**
- A. Types of Confidential Information**
- a. Confidential information includes, but is not limited to information concerning:
 - i. Current or former employees, directors, members, or other officials, POAC Executive Leadership, confidential or sensitive correspondence, to include but not limited to e-mails, faxes, tapes, minutes.
 - ii. Any and all legal documents, including correspondence, faxes, e-mails, minutes, tapes.
 - iii. Executive Session – to include but not limited to discussions, including all correspondence, e-mails, faxes, minutes, tapes that are related to executive sessions.
- B. Restrictions and Violations:**
- a. POAC board members may not provide confidential information to anyone unless authorized by the POAC President, Executive Leadership, or a court order.
 - b. Any POAC board member who violates the POAC confidentiality agreement policy may be disciplined up to and including termination and legal action.
 - c. Unauthorized disclosure of legally protected information may result in civil liability or criminal prosecution.
- C. Media Contacts:**
- i. POAC board members may not provide information about any aspect of POAC business, finances, or operations to representatives of the press without authorization from the POAC President.
 - ii. POAC board members may not represent themselves as spokespersons for the POAC.

Policy Approved by POAC Board of Directors on October 2009, review (every 3 years)
Review Date: 2012 Reviewed by: MDT Administrative Advisory Committee 2013
Next review date: 2016

Print name: _____ Date: _____

Signature; _____