

## CONFIDENTIALITY POLICY

### **FOR BOARD MEMBERS, EXECUTIVE COMMITTEE MEMBERS, OTHER COMMITTEE MEMBERS AND STAFF**

The Board, Executive Committee, other committee members and staff of the Builders Association of Northern Nevada (“BANN”) manage and have access to confidential information that must stay within the organization. Confidential information includes, but is not limited to, our members, supporters, partners, employees, marketing processes, as well as our financial information, which includes campaign contributions, current and future business plans, our computer and software systems and processes, personnel information, and associated documents.

To protect the confidentiality of fellow members, employees and the organization, no information concerning other members, employees or BANN business is to be discussed with anyone except when necessary for the purpose of daily business. Care shall be exercised to be certain that unauthorized individuals do not overhear discussion of confidential information.

Directors, other committee members and employees of BANN understand and agree that during their service and/or employment they may obtain information and documents which are confidential and/or privileged and proprietary in nature and which must be kept confidential both during and after their term of service or employment.

The following policies apply to members of the BANN board, Executive Committee, employees, and to members of committees authorized by the board.

1. BANN board, Executive Committee, other committee, and staff members shall not disclose to anyone outside of BANN the statements, positions, or votes by any board or committee member on actions taken by the board or its committees. Only in extraordinary situations will a board or committee member disclose his or her position or vote on a board or committee action, and only after advising the President before making such a disclosure.
2. Executive Sessions: The minutes of either a board meeting or Executive Committee meeting shall indicate when the body goes into executive session. When the board or Executive Committee takes an action in executive session that needs to be recorded, the Secretary will provide any such text that is to be included in the official minutes of the meeting. No other information regarding the executive session shall be disclosed.
3. Board and Executive Committee Agendas and Staff Packets: The packets prepared for the board, Executive Committee, and staff is confidential and should be treated as an internal document restricted to BANN use. No portion of the agenda may be shared, in written or oral form, with any individual or with any organization outside of BANN. Exceptions may be made only with the consent of the board.

4. Personal Information on Staff, Committee, and Board Members: The home addresses, telephone numbers, fax numbers, and e-mail addresses of board, committee, and staff members are not to be given out to any individual or organization without the express permission of the person to be disclosed.
  
5. Information on Members and Prospects: All information obtained about members and prospective members will remain confidential and not discussed or provided to any individual other than another member, board member or staff member. The BANN Membership Directory is a direct benefit of membership and is not intended to be distributed to anyone outside of the association. The home addresses, telephone numbers, fax numbers or e-mail addresses of members are not to be given out to anyone outside of the association without the express permission of the person to be disclosed.
  
6. When a member requests that his or her sponsorship or contribution be treated as anonymous, the member's wishes are to be honored by both board, Executive Committee and staff members.
  
7. All members and staff shall adhere to the principle that information created by, or on behalf of, BANN is the property of BANN and shall not be transferred or utilized except on behalf of BANN.

Any such director, committee member or staff member that divulges confidential or privileged information, whether during or after his/her term of service or employment, is subject to appropriate discipline, including dismissal. Directors, committee members and staff recognize that BANN has a proprietary interest in any such information and/or documents and would be irreparably damaged as a result of any disclosure or dissemination thereof.

**Statement of Understanding and Agreement**

I am aware that, during the course of my service or employment, confidential information will be made available to me. Further, I understand that this information is proprietary and critical to the success of BANN and may not be distributed or used outside of BANN premises or with non-BANN individuals. I hereby confirm that I have received a copy of the Confidentiality Policy and agree to abide by the guidelines set forth therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date