



Board of Directors

Confidentiality Agreement

Directors on the LARG*net Board may handle or have access to confidential information. Such confidential information or documentation may include personal information of LARG*net staff, membership or organizational information or other information from members of the public that is required to be kept confidential.

Directors will hold all confidential information in trust and confidence, and will not use, disclose, communicate or convey, or allow to be used, disclosed, communicated or conveyed, directly or indirectly, any such information, except as may be necessary in the performance of their duties.

Unauthorized disclosure could be highly damaging to LARG*net and/or individuals associated with the LARG*net organization. If there is any question as to whether information is considered confidential, Directors must consult with the Chair of the Board before any use or disclosure of same.

Directors will not allow any unauthorized person or persons to inspect or have access to any document that is of a confidential nature, regardless of media format, and will immediately report any unauthorized access to the Chair of the Board.

Directors will not remove any records containing confidential information from LARG*net unless explicitly authorized to do so, and will return such records to LARG*net upon termination of any assignment or as requested by the Chair of the Board.

Directors who do not comply with the Confidentiality Agreement may be subject to disciplinary action, up to and including termination of their position on the Board and/or legal action.

Amendment

This policy may be amended by the Board.

Approval Date: June 19, 2009

Last Review Date: June 19, 2009