

CHARLOTTE HOBBS MEMORIAL LIBRARY

Confidentiality Policy/Non-Disclosure Certification

PURPOSE

It is the policy of Charlotte Hobbs Memorial Library (CHML) that the CHML's board members, employees, and volunteers of the CHML will not disclose confidential information belonging to, or obtained through their affiliation with the CHML to any person, including their relatives, friends, and business and professional associates, unless the CHML has authorized disclosure.

DEFINITION

Confidential Information - For the purposes of this policy, "confidential information" includes any information:

- a. expressly identified as such;
- b. that pertains to the finances of the CHML; or
- c. which a reasonable person would understand to be of a confidential nature.

Steering Committee – The Steering Committee of the Friends of the CHML.

POLICY

1. This policy is not intended to prevent disclosure where disclosure is required by law , whistleblowing in accordance with that policy, or where the information is already in the public domain.
2. Board members, volunteers and employees are expected to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view.
3. Upon entering into employment or volunteering, including serving as a member of the Board of Trustees, a committee of the Board, a CHML task force, and the Steering Committee, that person shall sign a copy of the Non-Disclosure Certification on the second page of this policy.
4. Upon separation of employment or term of volunteering, including the end of a board member's or Steering Committee member's term, that person shall return all documents, papers, and other materials that may contain confidential material and make a reasonable, good faith effort to destroy any electronic records of those documents.
5. The confidentiality obligations of individuals under this policy shall continue for 5 years after separation of employment or term of volunteering.
6. Failure to adhere to this policy will result in discipline, up to and including separation of employment or service with the CHML.

Adoption: This policy was adopted by the Board of the CHML on May 28, 2020; and amended April 21, 2021.

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I have read the Charlotte Hobbs Memorial Library's Confidentiality Policy on the preceding page, and this Non-Disclosure Certification at all times during, and for 5 years following, the end of my employment and/or term(s) of volunteering at the Library. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (regardless of whether it was intentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with the Charlotte Hobbs Memorial Library.

Signature: _____

Printed Name: _____

Date: _____