**LESBIAN AND GAY VETERINARY MEDICAL ASSOCIATION/PRIDE VETERINARY MEDICAL COMMUNITY CONFIDENTIALITY POLICY 2018**



It is the policy of the Lesbian and Gay Veterinary Medical Association/Pride Veterinary Medical Community (“LGVMA/Pride VMC”) to protect information it deems confidential from deliberate or inadvertent disclosure. Accordingly, LGVMA/Pride VMC requires its directors, officers, volunteers, employees, and consultants to abide by LGVMA/Pride VMC’s Confidentiality Policy.

Individuals or organizations that may have access to or obtain certain confidential information of LGVMA/Pride VMC, including directors, officers, volunteers, employees, and consultants, shall not disclose, divulge, or make accessible confidential information belonging to, or obtained through affiliation with, LGVMA/Pride VMC to any person other than to persons who have a legitimate need for such information and to whom LGVMA/Pride VMC’s President or Executive Director/Executive Secretary has authorized disclosure, except with respect to communications among the members of the Executive Board or Board-authorized LGVMA/Pride VMC Entities, as defined below.

“Confidential Information” for purposes of this Policy shall include all information generally considered of a confidential nature, all information of a proprietary nature, and all sensitive information including, but not limited to, the following: information and materials discussed or distributed at meetings of the Executive Board, Board of Directors meetings, committees and task forces (collectively, “LGVMA/Pride VMC Entities”); information discussed on any online forums or LGVMA/Pride VMC listservs; official LGVMA/Pride VMC business discussed between or among LGVMA/Pride VMC members in any LGVMA/Pride VMC -only medium or forum; information regarding LGVMA/Pride VMC’s organization, operations, programs, activities, policies, procedures, practices, financial condition, marketing, strategies or plans; unpublished or pre-release versions of LGVMA/Pride VMC documents or materials; internal-use-only or limited circulation LGVMA/Pride VMC documents or materials; lists of members, prospective members, vendors, exhibitors and advertisers; databases created by or for LGVMA/Pride VMC; evaluations of personnel; and financial information of any nature. “Confidential Information” shall also include any other information designated as confidential by the LGVMA/Pride VMC Executive Board, President or Executive Director/Executive Secretary. Confidential Information shall be used solely for the purpose of performing services for LGVMA/Pride VMC.

This Policy is not intended to prevent disclosure where disclosure is required by law. Further, actions that have been taken by the Board and that have been disclosed to the public by an authorized person and other information relating to LGVMA/Pride VMC which has been made public by an authorized person is not considered Confidential Information. Any questions regarding whether information or deliberations are considered Confidential Information should be directed to the President, Executive Director/Executive Secretary or the chair of the applicable LGVMA/Pride VMC Entity.

Upon the completion, conclusion or termination of an individual’s or organization’s association with LGVMA/Pride VMC, all materials or documents containing Confidential Information which LGVMA/Pride VMC determines, in its sole discretion, to be necessary to retrieve or destroy to protect confidentiality, shall, at the option of LGVMA/Pride VMC, be returned to LGVMA/Pride VMC or destroyed by the person in possession of such materials to the extent it is reasonably feasible to do so. The obligation to maintain the confidentiality of LGVMA/Pride VMC’s Confidential Information under this Policy shall extend beyond the completion, conclusion or termination of any person’s association with LGVMA/Pride VMC.

Any individual or organization who, without authorization, discloses Confidential Information, or otherwise violates this Policy, may be subject to immediate disciplinary or other action, including suspension, removal, or termination of such person’s association with LGVMA/Pride VMC and, in addition, may be subject to appropriate additional legal action.

Appropriate provisions consistent with the provisions of this Policy shall be included in all contracts with consultants, vendors, and others with whom LGVMA/Pride VMC may enter into agreements requiring confidentiality.

In consideration for my participation in LGVMA/Pride VMC volunteer activities, I acknowledge that I have read and I agree to abide by the LGVMA/Pride VMC policy with respect to Confidentiality.

SIGNATURE Michael A Philipson DATE 5/13/18

**NOTE: If this is completed electronically—By typing your name you agree that this is valid as your signature.**