



CONFIDENTIALITY POLICY & AGREEMENT

Confidentiality Policy for Employees, Volunteers and Board Members

Respecting the privacy of our clients, donors, members, staff, and volunteers is a basic value of the Albany Regional Museum (ARM). Personal and financial information is confidential and should not be disclosed or discussed with anyone without expressed permission or authorization from the Board of Directors or Executive Director. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers, and Board Members of ARM may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of ARM that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including Board Members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

I understand the above, and hereby agree to these terms:

Print Name

Signature

Date