

Confidentiality Policy for NCMS Leadership

The purpose of this Policy is to protect confidential information used by the NCMS by ensuring that NCMS officers, board members, NCMS-managed specialty society board members, all committee members, and other volunteer leaders are aware of their duty to protect and hold in confidence any confidential information disclosed to them or obtained by them as a result of their affiliation with the NCMS and its related organizations.

NCMS policy specifies that officers, board members, NCMS-managed specialty society board members, all committee members, and other volunteer leaders shall not disclose any confidential information. Further, NCMS officials, board members, NCMS-managed specialty society board members, all committee members, and other volunteer leaders shall use confidential information solely for the performance of duties and responsibilities as an NCMS volunteer leader or committee participant. If confidential information is disclosed by an NCMS volunteer leader or committee member, the President or Executive Vice President of the NCMS should be notified as soon as practical.

“Confidential Information” means all information identified by the NCMS as confidential.

“Officers, board members, NCMS-managed specialty society board members, all committee members, and other volunteer leaders” means all voting members and all consultants of boards and committees identified by the NCMS Board of Directors as being subject to this Policy.

All NCMS volunteer leaders shall acknowledge their understanding of and consent to this Policy annually by signing this form. The duties described in this Policy survive the termination or expiration of each committee member’s service on NCMS committees. Violation of this Policy may result in termination of NCMS leadership position.

Acknowledged this _____ day of _____, 20_____.

Please print full name

Signature

Board or Committee Name