



CONFIDENTIALITY POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Confidential Information”* – Personal information of Representatives including but not limited to home address, email address, personal phone numbers, date of birth, financial information, medical information, and background check information. Additionally, *Confidential Information* also covers information considered to be intellectual property of the AWPA such as data, proprietary information, business information, and trade secrets.

Purpose

2. The purpose of this Policy is to ensure the protection of Confidential Information that is proprietary to the AWPA.

Scope and Application

3. This Policy applies to all Participants and Representatives of the AWPA.
4. Confidential Information does not include the following: name, title, business address, work telephone number, or any other information widely available or in the public domain.
5. Participants voluntarily publishing or consenting to the publication of Confidential Information in a public forum (such as the listing of an email address on a website) forfeit the expectation of confidentiality for that Confidential Information for as long as it is available publicly.

Responsibilities

6. Representatives and Participants will not, either during the period of their involvement/employment with the AWPA or any time thereafter, disclose, publish, communicate, or divulge to any person or organization any Confidential Information acquired during their period of involvement/employment, unless expressly authorized to do so.
7. Representatives and Participants will not use, reproduce, or distribute Confidential Information without the express written consent of the AWPA.
8. All documents and written materials relating to Confidential Information will remain the property of the AWPA and, upon cessation of involvement/employment with the AWPA, for any reason, or upon request of the AWPA, Representatives will immediately return all written or tangible Confidential Information, as well as copies and reproductions, and any other media containing Confidential Information.

Approved: May 25, 2021 by the Board of Directors

Reviewed:

Intellectual Property

9. Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with the AWPA will be owned solely by the AWPA, which shall have the right to use, reproduce, or distribute such material and works, in whole or in part, for any purpose it wishes. The AWPA may grant permission for others to use its intellectual property.

Enforcement

10. A breach of any provision in this Policy may be subject to legal recourse, termination of the employment or volunteer position, suspension or expulsion from membership, or sanctions pursuant to the *Discipline and Complaints Policy*.