



IABC Committee Confidentiality Policy

Passed by the IABC International Executive Board 10 December 2014

Members of Committees of the IABC are exposed to certain Confidential Information. “Confidential Information” includes all information directly or indirectly disclosed to members of an IABC COMMITTEE, or observed or developed by members of an IABC COMMITTEE as a consequence of their service, and which information:

- (a) is not generally known by or available to the public, IABC members or leaders; and
- (b) concerns IABC, its members’ or other third parties’ businesses.

Specifically, Confidential Information includes, but is not limited to, proprietary financial/business information of IABC.

It is IABC’s policy that members of an IABC COMMITTEE may not use or disclose any Confidential Information for the member’s own benefit or for that of any third party, or for any unauthorized purpose, without the express consent of the Executive Director and/or Chair or the party to whom the Confidential Information relates. Each member of an IABC COMMITTEE must adopt reasonable precautions to guard against the unauthorized release of such information.

Members of an IABC COMMITTEE may not reproduce, copy, transmit, distribute, retain or remove any Confidential Information at any time without the express consent of the IABC Chairman and/or Executive Director or the party to whom the Confidential Information relates, except to accomplish the purpose for which the Confidential Information was transferred to the member.

The obligation not to use or disclose Confidential Information survives the termination of each member’s tenure on an IABC COMMITTEE, irrespective of the time, manner or cause of the termination, for so long as the information remains Confidential Information.

Acknowledgement

I have read and understood the IABC Confidentiality Policy and agree to abide by its terms. By signing this form, I am indicating that I have received, read and understand the policy.

Signature

Date:

Printed Name

Membership with IABC is a requirement to participate in a volunteer leadership role on all IABCs international committees with the exception of the Global Communication Certification Council. Learn more about IABC membership [here](#).