

HARRISON HIGH SCHOOL MEGAPHONE CLUB, LTD.

CONFIDENTIALITY POLICY

Privacy of Communications is basic to our program and a requirement of law. Each BOARD MEMBER and Committee Member has a responsibility to protect the privacy of our members, coaches, and other BOARD MEMBERS conversations, emails, and all written documentation and to guard against tampering or intrusion by others.

No conversation between members as to, or its existence divulged to others, except as required in the proper management of business. No one should use personally, or for the benefit of others, information from any communication. Communication arrangements with our members and information about finance, equipment, and backgrounds are not to be disclosed to any unauthorized person. If Law Enforcement or other government official asks for information, immediately refer the request to the president of the CLUB.

Any and all email from a BOARD MEMBER to other BOARD MEMBERS or to the BOARD in general is **NOT** for reproduction. If a BOARD MEMBER requests that an email “Blast” be sent out, the information will be produced on an attachment and that attachment will be sent, not the body of the email. Treat all email with the following notice:

“Confidentiality Notice: This Email and any files transmitted with it are confidential and intended solely for the individual(s) or entity named above. If you are not the named addressee you should not disseminate, distribute copy or alter this email.”

Any and all persons found to violate this policy can and will be brought before the BOARD for review and possible removal from their position.

I, _____, have read and understand the BOARD policy and will abide by this policy.

Date: _____