



## **CONFIDENTIALITY POLICY**

**Board Approval Date:** October 17, 2019

**Revisions:**

It is the policy of the U.S. Society on Dams (USSD) that the Board of Directors and employees of USSD may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with USSD to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information. Board members and employees shall use confidential information solely for the purpose of performing services as a board member or employee for USSD. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Information disclosed or discussed during a board meeting should be considered confidential unless disclosure is required by law.

The general "sense of the board" on a particular matter may be conveyed to an outside party when the sharing of such information is helpful in conveying the board's decision. However, such information should only be shared with the concerned party.

Member information shall be kept strictly confidential. Only those authorized personnel directly responsible for services to the member shall discuss or have access to this information.

Certain organizational documents must be made available upon written request such as Form 990 tax return and financial statements. Such requests and information distribution must be processed through the Executive Director.

At the end of a board member's term in office or upon the termination of an employee's employment, he or she shall return, at the request of USSD, all documents, papers, and other materials, regardless of medium, that may contain or be derived from confidential information in his or her possession.