



# Bluff Park Neighborhood Association

## Policy on Confidentiality

FINAL

March 5, 2020

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Respecting the privacy of donors, members, and volunteers and of the Bluff Park Neighborhood Association itself is a basic value of Bluff Park Neighborhood Association (BPNA).

Financial information containing, for example, individual deposits, other personal information, and executive closed session meeting minutes are deemed confidential and should not be disclosed or discussed with anyone without the permission or authorization from a majority of the BPNA Board of Directors.

Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Board officers of the BPNA may be exposed to information which is confidential and/or privileged and proprietary in nature. Such information must be kept confidential both during and after their term of volunteer service. Board officers are expected to return materials containing privileged or confidential information once their term of service has ended or expired.