



LEFTHAND WATERSHED  
oversight group

## LWOG Confidentiality Policy

Adopted by the LWOG Board of Directors on 09/20/2016

Respecting the privacy of our donors, members, staff, volunteers, potential consultants and of the Lefthand Watershed Oversight Group (LWOG) itself is a basic value of LWOG. Personal and financial information is confidential and shall not be disclosed or discussed with anyone without permission or authorization from the Watershed Coordinator or 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.

Employees, volunteers, Board of Directors, and Advisory Council members of LWOG may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of LWOG that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

**My signature signifies I understand and agree to the Confidentiality Policy for the Lefthand Watershed Oversight Group and will abide by, adhere to, and honor all of the aforementioned.**

Name \_\_\_\_\_

Appointed position(s) in LWOG: \_\_\_\_\_  
(Director, Officer, Committee, etc.)

Signature \_\_\_\_\_ Date \_\_\_\_\_