

## Sample Confidentiality Statement for Board and Committee Members

*(Sources: National Council of Nonprofits; Delphi Consultants, Inc.)*

It is the policy of [Name of Nonprofit] that board and committee members (trustees and committee members) of [Name of Nonprofit] will not disclose confidential information belonging to, or obtained through their affiliation with, [Name of Nonprofit] to any person, including their relatives, friends, and business and professional associates, unless [Name of Nonprofit] has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidentiality is the preservation of privileged information. Board members (Trustees) and other volunteers are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information related to [Name of Nonprofit] to avoid unauthorized or improper disclosures of confidential information.

While board and committee members (trustees and committee members) are expected and encouraged to discuss the organization with one another and targeted publics, they shall not report opinions expressed in meetings, nor shall they report independently on committee action, or engage in any communication that has not been approved by the Executive Director or that would not be supported by board policy, procedures, or decisions.

At the end of the board or committee member's (trustee or committee member's) term or upon his/her retirement, resignation or removal from the Board of Directors (Board of Trustees) or committee, he/she shall return, at [Name of Nonprofit]'s request, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his/her possession.

It is expected that board and committee members (trustees and committee members), will not use trade secrets, client lists, or other confidential information acquired by virtue of being on the board or committee, even after they complete their service with Name of Nonprofit].

### **Certification**

I have read [Name of Nonprofit]'s complete policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and this statement and to inform the Board Chair immediately if I believe any violation (unintentional or otherwise) of the policy or this statement has occurred.

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

*Approved by the Board of Director (Board of Trustees) on \_\_\_\_\_*

Attachment: [Name of Nonprofit] Full Confidentiality Policy found in the organization's HR Policies, Employee Handbook, other document.