AMERICAN LEGION
AUXILIARY
Serving veterans, their families and their communities

Confidentiality Agreement

It is the policy of the American Legion Auxiliary to maintain the confidentiality of sensitive information and to take reasonable steps to protect and secure confidential information that is pertinent to the business and services of the organization.

Officers, board members, committee members, and volunteers with the American Legion Auxiliary shall maintain the confidentiality of any information concerning legal, sensitive business, and personnel matters. Officers, board members, committee members, and volunteers shall not disclose information about donors and donations without express permission, or information concerning personnel, sensitive business and legal matters that may directly inadvertently become known to the officers, board members, committee members, and volunteers.

As an officer, past officer, or member of the governing board or of a national committee, I recognize that certain written and verbal information provided to me in my capacity as an Auxiliary leader is intended only for my personal use and is not to be disclosed, copied, distributed, made available, or communicated to others. I will exercise caution and care in the handling of documents and material that have been provided and entrusted to me.

I recognize and understand my responsibility for protecting confidentiality, and agree to abide by this policy at all times.

_____ _____

(Signature) (Date)

_____ _____

(Name Printed) (Position)

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