

1.E-2020: Confidentiality Policy

It is the policy of St. Mary's University that Governors and Committee Members will not disclose confidential information belonging to, or obtained through their affiliation with, St. Mary's to any person, including their relatives, friends and business or professional associates, unless St. Mary's has expressly authorized such disclosure. This policy is not intended to prevent disclosure of information where such disclosure is required by law.

Confidential information includes but is not limited to:

- information related to meetings, including documents or other supporting materials circulated for such meetings of the Governors or Committees;
- information related to projects, proposals and initiatives;
- information related to St. Mary's students, employees, donors, contracts, investments, and vendors;
- legal, financial, and other proprietary information about the organization; and
- discussions and opinions expressed by others related to all of the above.

At the end of the Governor's or Committee Member's tenure, they shall return to St. Mary's all confidential information of the organization in their possession or under their control.

Certification

I have read St. Mary's policy on confidentiality above and I agree to abide by its requirements and to inform the Board Chair immediately if I believe that any violation (unintentional or otherwise) of the policy has occurred.

Name _____

Signature _____

Date _____

Approval Authority	Responsible Office	Effective Date	Date Last Revisited
Governance & Nominating Committee	Board of Governors	June 29, 2020	