

**BETHANY BEACH LANDOWNERS ASSOCIATION**

**POLICY ON CONFIDENTIALITY**

It is the policy of the Bethany Beach Landowners Association (the “BBLA”) that members of the Board of Directors of the BBLA (the “Board”) will not disclose confidential information, as defined herein, to any person, including their relatives, friends and business and professional associates, unless the BBLA has authorized disclosure. BBLA is an organization dedicated to serving its members and does this through communications, advocacy, partnership and support to civic and charitable organizations. This confidentiality policy has been established to balance BBLA’s goal to be transparent in its work with provisions to ensure open debate at Board and committee meetings and to protect confidential information that may be provided to BBLA by its partners. For the purposes of this policy, the term “confidential information” shall mean all information disclosed to members of the Board, whether orally or in writing, that is designated as confidential or that reasonably should be understood by the members of the Board to be confidential given the nature of the information and the circumstances of disclosure, including but not limited to email communication, internal board deliberation, financial statements and member profile information (unless any such information is publicly disclosed). This policy is not intended to prevent disclosure where disclosure is required by law or by judicial process. Members of the Board are cautioned to demonstrate professionalism, good judgment and care at all times in handling any information related to the BBLA to avoid unauthorized or improper disclosures of confidential information. While Board members are expected and encouraged to discuss the BBLA with one another and with other persons and entities, they shall not report opinions expressed in meetings of the Board and they shall not report independently on committee action or engage in any communication that has not been approved by the Board or that would not be supported by Board policy. At the end of the Board member’s term or upon his/her resignation or removal from the Board , he/she shall return, at the BBLA’s request, all documents, papers, and other materials, regardless of medium, that may contain or be derived from confidential information, in his/her possession. It is expected that Board members will not use trade secrets, intellectual property, member lists or other confidential information acquired by virtue of being on the Board [or committee], even after they complete their service with the BBLA. Any violation of this policy by a Board member may, at the discretion of the Board, lead to the termination of the Board member’s relationship with the Board or such lesser discipline as the Board may impose in its sole discretion.

**CERTIFICATION**

I have read the Policy on Confidentiality presented above. I agree to abide by the requirements of the Policy and to inform the President of the BBLA immediately if I believe any violation (unintentional or otherwise) of the Policy has occurred.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_