



New York-New Jersey Trail Conference  
Confidentiality Policy  
Approved by Board of Directors June 28, 2011

During their terms of membership on the Board, Directors will have access to confidential information that the New York-New Jersey Trail Conference (Trail Conference) regards as extremely sensitive. It is a condition of membership on the Board of Directors that no Director will disclose any such information to any other organization or to anyone else without a legitimate reason related to Trail Conference work, as approved in writing by the Chair of the Board. The following are examples of situations where Directors may be provided with sensitive confidential information that may not be disclosed, except as provided in this policy:

- Any personal information related to volunteers, customers, staff, donors and contributors;
- Financial information including donations, contributions and budgetary matters, except in connection with obtaining private or public financial assistance for the Trail Conference, or as may be necessary in order to comply with governmental laws, rules, regulations or contractual obligations;
- Contracts and contract negotiations, other than to the other parties or their representatives;
- Volunteer, customer, and contributor lists;
- Discussion occurring at meetings of the Board of Directors which the Chair of the Board directs should be kept confidential; and
- Legal proceedings and disputes to which the Trail Conference is a party or which the Trail Conference proposes to initiate.

RECEIPT ACKNOWLEDGED

Signed: \_\_\_\_\_

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

Print Name: \_\_\_\_\_, Director