

VALLEY FORGE, PA CHAPTER – CONFIDENTIALITY AGREEMENT

Confidentiality Policy for Chapter Members, Volunteers and Chapter Officers

Respecting the privacy of our riders, members, staff, volunteers and of the Valley Forge, PA Chapter itself is a basic value of Valley Forge, PA Chapter. Personal and financial information is confidential (Verbal, written or electronic) and should not be disclosed or discussed with anyone without permission or authorization from the Valley Forge, PA Chapter and/or Valley Forge Harley-Davidson. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Chapter Members, volunteers and Chapter Officers of Valley Forge, PA Chapter may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Valley Forge, PA Chapter that such information must be kept confidential both during and after volunteer service. Chapter Officers and volunteers are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. If such confidential information is in electronic form proof of destruction of such information, at any time, may be requested (folder listing, shredded media remains, etc.)

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Certification

I have read Valley Forge, PA Chapter's policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with Valley Forge, PA Chapter.

Signature _____

Name _____

Date _____