WYO HELP

CONFIDENTIALITY AGREEMENT

Board Member Reference Copy

Board Member Confidentiality Agreement

WYO HELP Board members may have access to confidential information concerning clients, employees, volunteers, donors, organizational operations, finances, and other information that is not intended for public disclosure.

As a WYO HELP Board member, I agree to:

- Access and use confidential information only when necessary for authorized WYO HELP duties.
- Not disclose confidential information to unauthorized individuals.
- Avoid discussing confidential information in locations or circumstances where unauthorized persons may overhear the discussion.
- Safeguard confidential records, documents, passwords, and other protected information.
- Not place confidential WYO HELP information in unauthorized personal accounts, storage locations, or devices.
- Promptly report known or suspected unauthorized disclosure or loss of confidential information.
- Return WYO HELP records, documents, property, and confidential information when Board service ends or when requested.
- Continue to protect confidential information after service with WYO HELP ends.

The WYO HELP bylaws also require Directors to use discretion and good business judgment in discussing the affairs of the Corporation with third parties and require each Director to execute a confidentiality agreement upon joining the Board.

Board member acceptance of this agreement is recorded electronically through the WYO HELP Board Member Certification system.