



## **KLSD ArtsALIVE Confidentiality Agreement**

### **Confidentiality Policy**

All information concerning board members, volunteers, students, teachers, and faculty members, financial data, and business records of KLSD ArtsALIVE is confidential, including board discussions. "Confidential" means that you are free to talk about KLSD ArtsALIVE and about your program and your position, but you are not permitted to disclose information discussed in board meetings or information in a personal nature about anyone associated with KLSD ArtsALIVE. No information may be released without appropriate authorization. The board of directors relies on all board members, committee members, district liasons, and volunteers to conform to this rule of confidentiality.

Failure to maintain confidentiality may result in removal of your board seat or other corrective action. This policy is intended to protect you as well as KLSD ArtsALIVE because in extreme cases, violations of this policy also may result in personal liability. Although KLSD ArtsALIVE is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the KLSD ArtsALIVE's refusal to support you in the event of legal action. Violation of the state statutes regarding confidentiality of records is punishable upon conviction by fines or by imprisonment or by both.

### **Certification**

I have read KLSD ArtsALIVE's policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform a director 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 KLSD ArtsALIVE

Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_