



Freedom Hill Cooperative, Inc

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Confidentiality Policy

For the Board of Directors

Respecting the privacy of our residents, members, homeowners, volunteers, employees, fellow Board of Director members, and Freedom Hill Cooperative itself is a basic value of the Cooperative. Personal and financial information is confidential, and you may, in the course of your duties as a Board member, come across such information frequently. Board members are cautioned to demonstrate professionalism, good judgment, and care when personal and confidential information is handled by the Board. All such information should not be disclosed or discussed with anyone outside the Board. Care shall also be exercised 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, whether through print or electronic means. This includes reports, conversations, emails, correspondence, financial documents and payments, and telephone conversations or messages.

Furthermore, such information must be kept confidential both during and after your term of volunteer service. Board members are expected to return to the Cooperative materials containing privileged or confidential information at the time of separation from the Board of Directors.

Unauthorized disclosure of private, confidential or privileged information is a serious violation of this policy and may subject you to appropriate discipline, which could include dismissal from the Board of Directors and possible revocation of Membership in Freedom Hill Cooperative.

Confidentiality Agreement

I acknowledge having read and understood the above Confidentiality Policy and hereby agree to abide by the requirements of the policy, in my role on the Board of Directors of Freedom Hill Cooperative Inc, both during my term of volunteer service and after.

Printed Name

Position on Board of Directors

Signature

Date