



Freedom Hill Cooperative, Inc

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Confidentiality Policy

For the Park Rules Review Committee

Respecting the privacy of our residents, members, homeowners, volunteers, employees, 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 Committee member, come across such information frequently. Committee members are cautioned to demonstrate professionalism, good judgment, and care when personal and confidential information is handled by the Committee. All such information should not be disclosed or discussed with anyone outside the Committee or 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. Committee members are expected to return to the Cooperative materials containing privileged or confidential information at the time of separation from the Committee.

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 Committee.

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 Park Rules Review Committee of Freedom Hill Cooperative Inc, both during my term of volunteer service and after.

Printed Name

Position within Committee

Signature

Date