

## Nebraska FFA Foundation

### Confidentiality Policy for Employees, Volunteers and Board Members

Respecting the privacy of students, teachers, donors, members, staff, volunteers and of the Nebraska FFA Foundation itself is a basic value of Nebraska FFA Foundation. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the executive director. 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.

Employees, volunteers and board members of Nebraska FFA Foundation may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Nebraska FFA Foundation that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. (example: board books, donor information, sponsor information)

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. Legal action may be perused if necessary.


#### Certification

I have read Nebraska FFA Foundation policy on confidentiality presented above. I agree to abide by the requirements of the policy and inform the executive 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 Nebraska FFA Foundation.

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

Adopted by the Board of Directors of the Nebraska FFA Foundation on October 28, 2019

Nebraska FFA Board Secretary: \_\_\_\_\_



Jennifer Wood, Board Secretary