

HV of Fork Owners Association

Confidentiality Policy for Employees, Volunteers & Board Members

Respecting the privacy of our property owners, donors, members, staff, volunteers and the HV of Fork Owners Association itself is a basic value of the HV of Fork Owners Association. Personal and Financial information is confidential and should not be disclosed or discussed with anyone without permission from the individual person and authorization from the Board of Directors. Care shall be taken to ensure that unauthorized individuals do not overhear or discussions of confidential information and that documents containing confidential information are not to be left out or inadvertently shared.

Employees, volunteers, and individual board members of HV of Fork Owners Association may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of HV of Fork Owners Association that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including individual board members, are expected to return materials containing privileged information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject to the person (s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Confidentiality is the preservation of the privileged information. By necessity personal and private information is disclosed in a professional working environment. Part of what you learn is necessary to operate the Property Owners Association and its facilities. Some of this same information may or may not be legally available to the members of the HV of Fork Owners individually. Such interns shall be disclosed only in a manner as described by the Deed Restrictions and/or Texas law pertaining to such information. In all cases it shall be the final decision of a quorum of the Board of Directors as to when, where and by what method such information shall be disclosed.

I have read the HV of Fork Owners Association policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and understand that violation of this policy will lead to disciplinary action, including termination of my services with HV of Fork Owners Association.

Printed Name: _____

Signature: _____

Date: _____