SCITUATE
COMMUNITY CHRISTMAS
— Year Round Giving at The Susan Phippen House —

CONFIDENTIALITY POLICY
Enacted July 14, 2020

Scope

This Confidentiality Policy ("Policy") applies to all Board members, committee members, consultants, staff members, employees and relevant volunteers (individually and collectively, "Personnel") of Scituate Community Christmas ("SCC"). All Personnel must agree to abide by the requirements of this Policy.

Definition

"Confidential Information" includes, but is not limited to, any plans, processes, reports, financial, marketing and product development information, business or strategic plans, compensation, donor lists and donors, client lists, personal information, proprietary information, trade secrets, strategy and executive board decisions, all customized software, security and technical information, any information belonging to clients, donors, customers, any any other third party person or entity that SCC transacts with, whether furnished before or after the date this Policy was enacted, oral or written, regardless of the form of communication or the manner in which it is furnished. Confidential Information also includes all information that is marked or otherwise identified as confidential or that would otherwise appear to a reasonable person to be confidential or proprietary in the context and circumstances in which the information is known or used. When in doubt as to whether certain information is Confidential Information, Personnel are to request clarification from the Board Chair and treat such information as Confidential Information until informed otherwise by the Board Chair.

Except for personal information and proprietary information, Confidential Information does not include any information that is (a) already known by the Personnel at the time of the disclosure, (b) publicly known at the time of the disclosure or becomes publicly known through no wrongful act or failure of the Personnel, or (c) subsequently disclosed to the Personnel on a non-confidential basis by a third party not having a confidential relationship with the owner and which rightfully acquired such information.

Use and Disclosure

Personnel will not disclose Confidential Information belonging to SCC or obtained, accessed or made available through their affiliation with SCC to any person, including, but not limited to, relatives, friends, and business and professional associates, unless and to the extent necessary to advance the purposes of SCC or unless SCC has authorized disclosure. This Policy is not intended to prevent disclosure of Confidential Information where such disclosure is required by law or court order.

Personnel are expected to use reasonable efforts and to demonstrate professionalism, good judgment, and care at all times in handling any information related to SCC to avoid unauthorized or improper disclosures of Confidential Information.

Personnel agree to refrain from using any such Confidential Information after they complete their service with SCC. At the end of a Personnel's services (e.g., the expiration of a term, upon retirement, resignation or removal from the Board of Directors or a committee, etc.) such Personnel shall, at SCC's' request, return or destroy all documents, papers, and other materials, regardless of medium, in such person's possession, custody, or control which may contain or be derived from Confidential Information.

Unauthorized Disclosure

Personnel shall inform the Board Chair immediately upon becoming aware of any actual or suspected violation (unintentional or otherwise) of this Policy.

Certification

I have read Scituate Community Christmas' Confidentiality Policy as presented above. I agree to abide by the requirements of the policy and to inform the Board President immediately if I believe any violation (unintentional or otherwise) of the policy or this statement has occurred.

Signature

_____

Printed Name

_____

Date

_____