

**CONFIDENTIALITY POLICY
FOR IVRPA BOARD MEMBERS, EXECUTIVE COMMITTEE MEMBERS,
OTHER COMMITTEE MEMBERS AND STAFF**

The Board Directors, Officers, Executive Committee, other committee members and staff of the International Virtual Reality Professionals Associations (“IVRPA”) manage and have access to confidential information that must stay within the organization. Confidential information includes, but is not limited to, our members, supporters, partners, sponsors, employees, marketing processes, as well as our financial information, which includes sponsorships and donations, current and future business plans, our computer and software systems and processes, personnel information, and associated documents.

To protect the confidentiality of fellow members, employees and the organization, no information concerning other members, employees or IVRPA business is to be discussed with anyone except when necessary for the purpose of daily business. Care shall be exercised to be certain that unauthorized individuals do not overhear discussion of confidential information.

Board Directors, Officers, Executive Committee, other committee members and staff of IVRPA understand and agree that during their service and/or employment they may obtain information and documents which are confidential and/or privileged and proprietary in nature and which must be kept confidential both during and after their term of service or employment.

The following policies apply to members of the IVRPA Board Directors, Officers, Executive Committee, staff, and other members of committees authorized by the board.

1. IVRPA Board Directors, Officers, Executive Committee, staff, and other members of committees authorized by the board shall not disclose to anyone outside of IVRPA the statements, positions, or votes by any board or committee member on actions taken by the board or its committees. Only in extraordinary situations will a board or committee member disclose his or her position or vote on a board or committee action, and only after advising the President before making such a disclosure.
2. Executive Sessions: The minutes of either a board meeting or Executive Committee meeting shall indicate when the body goes into executive session. When the board or Executive Committee takes an action in executive session that needs to be recorded, the Secretary will provide any such text that is to be included in the official minutes of the meeting. No other information regarding the executive session shall be disclosed.
3. Board, Officers and Executive Committee Agendas and Staff Packets: The packets prepared for the board, Officers, Executive Committee, and staff are confidential and should be treated as an internal document restricted to IVRPA use. No portion of the agenda may be shared, in written or oral form, with any individual or with any organization outside of IVRPA. Exceptions may be made only with the consent of the board.
4. Personal Information on Staff, Committee, and Board Members: The home addresses, contact numbers including telephone (home and work), mobile phone, voice message, and fax numbers, e-mail addresses and social media accounts of the

board, directors, executive committee, and staff members are not to be given out to any individual or organization without the express permission of the person to be disclosed.

5. Information on Members and Prospects: All information obtained about members and prospective members will remain confidential and neither to be discussed or provided to any individual other than another member, board member, officer or staff member. The IVRPA Membership Directory is a direct benefit of membership and is not intended to be distributed to anyone outside of the association. The data collected is to be used solely for processing membership and for sending official IVRPA news and information about the association's activities via email for which individual recipients may opt-out at any time. The home addresses, work addresses, telephone numbers, fax numbers, e-mail addresses, and social media accounts of members are not to be given out to anyone outside of the association without the express permission of the person to be disclosed.
6. When a member requests that his or her sponsorship or contribution be treated as anonymous, the member's wishes are to be honored by both the board, the Executive Committee, and staff members.
7. All members and staff shall adhere to the principle that information created by, or on behalf of, IVRPA is the property of IVRPA and shall not be transferred or utilized except on behalf of IVRPA. Any such director, officer, committee member or staff member that divulges confidential or privileged information, whether during or after his/her term of service or employment, is subject to appropriate discipline, including dismissal. Directors, officers, committee members, and staff recognize that IVRPA has a proprietary interest in any such information and/or documents and would be irreparably damaged as a result of any disclosure or dissemination thereof.

Statement of Understanding and Agreement

I am aware that, during the course of my service or employment, confidential information will be made available to me. Further, I understand that this information is proprietary and critical to the success of IVRPA and may not be distributed or used outside of IVRPA premises or with non-IVRPA individuals. I hereby confirm that I have received a copy of the Confidentiality Policy and agree to abide by the guidelines set forth therein.

Signed

Board Member

Date

President, IVRPA

Date