

THE MICHIGAN
WWII LEGACY
Memorial

HONORING SACRIFICE. CELEBRATING FREEDOM.

Confidentiality Agreement

It is the policy of The Michigan WWII Legacy Memorial (“Memorial”) that board members, agents acting on behalf of the Memorial and employees of the Memorial may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the Memorial to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Memorial has authorized disclosure. Board members, agents acting on behalf of the Memorial and employees shall use confidential information solely for the purpose of performing services as a board member, agent acting on behalf of the Memorial or employee for the Memorial. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, agents acting on behalf of the Memorial and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, board members and employees should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speakerphones to discuss confidential information if the conversation could be heard by unauthorized persons.

Employees, agents acting on behalf of the Memorial and board members understand and agree that during their employment and/or service they may obtain information and documents which is confidential and/or privileged and proprietary in nature and which must be kept confidential both during and after their term of employment or service. At the end of a board member’s term in office, or upon the completion of work being done for the Memorial, or upon the termination of an employee’s employment or role as an agent of the Memorial, he or she shall return, at the request of the Memorial, all documents, papers, and other materials, regardless of medium, that may contain or be derived from confidential information in his or her possession. In addition, board members, agents acting on behalf of the Memorial and employees are not allowed to use, forward or copy any donor information to be used for purposes other than those directly related to the work of the Memorial during and after their service or employment.

Unless otherwise noted, financial and personnel matters are confidential.

Breaches of confidential information are subject to disciplinary action up to and including immediate termination and/or removal.