

North Carolina Zen Center Confidentiality Agreement and Policy

I acknowledge that I have a relationship with NC Zen Center as an employee, Board member, Committee member or another relationship not previously specified, and that I understand the following:

In the course of my service with NC Zen Center I will have access to information which is confidential. Information should be handled with the utmost respect to protect the Center and its members. The best practice is to treat all information as confidential. I will at all times be guided by the principle of Right Speech as part of the Noble Eightfold Path. I will think carefully and reflect on the potential results of my words before speaking. When speaking with others, especially close friends and family, the best practice is to use the least amount of information necessary to accomplish the task.

I further understand the following:

1. I will maintain the confidentiality of information that I have access to or learn in the course of my duties for NC Zen Center. I will seek to perform all duties in formal settings such as the Staff, Board and Committee meetings and will avoid casual conversations about NC Zen Center matters with others.
2. I have a duty to protect all proprietary information of NC Zen Center. That information includes but is not limited to the following: financial/business records; fundraising campaign strategies; construction of facilities; hiring/staffing particulars; passwords/access codes; and general Center-related communications within and between Committees and their members, the Board and its members, and others in official relationships with the Center such as Abbott and Director
3. I have a duty to protect the personal information of current or former members, families, employees, contractors, donors and other Board/Committee members of NC Zen Center. That information includes but is not limited to the following: personal/medical/financial information, addresses, phone numbers, family and marital status, social security numbers, employment files, employment contracts and contract negotiations.

4. I understand this Agreement requires that I treat with the same degree of confidentiality, proprietary information of other parties that I may learn or have access to while performing my duties.

6. I acknowledge that compliance with this Agreement is an express and material condition of my continuing service on the Board of Directors and/or as a Committee member and the Board can remove me for violating this Agreement. If I am uncertain whether a particular piece of information is considered confidential, I will preserve the confidentiality of that item and I will seek clarification from the the Board President or the Committee Chairperson before engaging in any conduct that might jeopardize the confidentiality of that item.

7. I understand that this Agreement is not to be construed as preventing individuals from sharing information in the course of performing their duties. I understand that information being shared is to be protected under these guidelines. I will examine whether sharing information is important to the execution of my duties or falls into the category of gossip, which should be avoided.

8. By accepting a position of responsibility with the Center I affirm that I understand what I have read and that I will honor the terms of this Confidentiality Agreement.

This is an Official Policy Document under Bylaws Art. III, Sec. 2., c.

Approved by the NC Zen Center Board of Directors September 18, 2016