

Potomac Valley Audubon Society

Confidentiality Policy

Adopted by PVAS Board of Directors March 2026

It is the policy of Potomac Valley Audubon Society (PVAS) that employees, board members, and contractors of PVAS will not disclose confidential information belonging to or obtained through their affiliation with PVAS to any person, including their relatives, friends, business, and/or professional associates, unless PVAS has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Generally speaking, confidential information encompasses a wide range of sensitive data that, if disclosed, could harm PVAS, employees, board members, volunteers, program participants, contractors, and/or partners. This includes, but is not limited to financial data that is not otherwise public; customer information including personal details including contact information, purchase history, and preferences; employee records including information such as personally identifiable information such as social security numbers; information regarding salaries, performance reviews, and health records; and other information related to strategic plans, marketing, and programs that have not yet been approved for public knowledge.

Employees, board members, and contractors are expected to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information. All parties should refrain from leaving in plain view confidential information contained in documents or on computer screens, should not discuss confidential topics in public settings, and must respect the precautions that others take to comply with this policy.

Upon separation of employment, at the end of board terms, or upon conclusion of a contract, parties shall return all written and electronic documents, papers, and other materials that may contain confidential information to the Executive Director. Individuals will be separated from Google Workspace access and other password-protected databases after completion of terms. It is expected that parties will adhere to the Confidentiality Policy upon separation from PVAS.

The executive director and/or president will review reports of violations of this policy. Failure to adhere to this policy will result in discipline, up to and including separation from employment or service with PVAS, depending on the nature of the violation.

Certification

I have read the PVAS Confidentiality Policy presented above. I agree to abide by the requirements of the policy and inform the Executive Director or Board President immediately if I believe any violation (unintentional or otherwise) of the policy has occurred.

Signature _____

Name _____ Date _____