Confidentiality Agreement

This agreement applies to the Board of Directors of the Pacific Northwest Chapter of the International Society of Arboriculture (PNW-ISA). The purpose of this agreement is to protect the persons and financial interests of the PNW-ISA and its representatives. This agreement covers activity by Board members while conducting business on behalf of PNW-ISA.

All correspondence including the subject prefix “Confidential”, agenda items labeled as Confidential, or discussion held within “closed board sessions” is subject to this Confidentiality Agreement.

All data, materials, knowledge and information generated through, originating from, or having to do with PNW-ISA or persons associated with our activities, including contractors, education/event attendees, instructors, members, and volunteers and labeled Confidential is to be considered privileged and confidential and is not to be disclosed to any third party without written consent of the Executive Director and/or Board President.

Any disclosure, misuse, copying or transmitting of any Confidential material, data or information, whether intentional or unintentional, will subject you to disciplinary action and/or prosecution, according to the procedures set by PNW-ISA and any applicable laws.

I, _____________________________, agree to the terms above and agree to abide by, adhere to and honor the confidentiality of PNW-ISA.

__________________________________________  __________________________________________
Employee/Volunteer Signature                      Date

__________________________________________  __________________________________________
Executive Director/Board President Signature      Date