

## **APPENDIX V**

### **CONFIDENTIALITY POLICY**

Amendments to this Appendix V are the responsibility of the USAAS Board of Directors.

#### **INTRODUCTION**

In the course of fulfilling its mission to provide leadership and resources for the promotion and growth of artistic swimming, to achieve competitive excellence at all levels and to develop broad-based participation, USA Artistic Swimming ("USAAS") collects and creates confidential information. The purpose of this policy is to ensure that disclosure of confidential information is limited to authorized persons and authorized business purposes.

USAAS Directors, employees, contractors and committee members shall not disclose, divulge or make accessible confidential information belonging to or obtained through USAAS or its members to any person, other than to persons who have a legitimate need for such information and to whom USAAS has authorized disclosure. Directors, employees, contractors and committee members shall use confidential information solely for the purpose of performing services for USAAS. This policy is not intended to prevent disclosure where disclosure is required by law.

#### **ARTICLE 1**

##### **1.01 Types of Confidential Information:**

Examples of confidential information include, but are not limited to:

- A. Personal identification information about USAAS members, which is any piece of information that can potentially be used to uniquely identify, contact or locate a person.
- B. Negotiations and business arrangements with sponsors, vendors, contractors, lessors and other potential or actual business associates.
- C. Proprietary information that allows USAAS to be more competitive in the marketplace, such as future marketing or business plans.
- D. Information about litigation and/or investigations, both civil and criminal.
- E. Information created or obtained during an employee hiring process.
- F. Information created or obtained in the context of an ongoing or former employment relationship, such as salaries and wages, social security numbers, financial information or performance records.
- G. Information created or obtained during "executive session," as defined by Robert's Rules of Order, and sometimes referred to as "closed session" committee or USAAS Board of Director meetings.
- H. Medical information regarding any USAAS member.
- I. Information and discussions protected by a privilege, such as legal advice or requests for legal advice.

##### **1.02 Recommended Steps:**

In an effort to maintain the confidentiality of this and other information, and fulfilling the purpose of this policy, the following steps are recommended:

- A. Begin all emails, correspondence, documents or attachments that contain confidential information with the heading "Confidential Information Included".
- B. Begin all meetings, judging sessions or conversations that may include confidential information with an oral acknowledgement that confidential information will be disclosed, and should be kept confidential.

- C. Even in informal conversations, be cautious about the information you share about others in the organization.
- D. Be aware that all emails can and may be forwarded to recipients beyond those which you intended, and make disclosures of confidential information accordingly.

**ATTACHMENT A**  
**USA ARTISTIC SWIMMING, INC**  
**CONFIDENTIALITY POLICY**  
**SIGNATURE FORM**

I certify that I have read and understand the Confidentiality Policy (Appendix V) and will strive to meet the expectations outlined in the policy. I agree that if, following an investigation, I am linked to a breach of confidential information that I may be disciplined, including relinquishing my position with USAAS and/or revoking my USAAS membership.

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Name (please print)

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Signature

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USAAS Position

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Date