**CONFIDENTIALITY POLICY**

It is the policy of the Fraternity and Sorority PAC (FSPAC) that board members and employees (including outside consultants) of the FSPAC may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the FSPAC 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 FSPAC has authorized disclosure. Board members, consultants and employees shall use confidential information solely for the purpose of performing services for the FSPAC. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information.

At the end of a board member’s term in office or upon the termination of an employee's, volunteer's or contractor's relationship with the FSPAC, he or she shall return, at the request of the FSPAC, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.