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**ST. CLOUD GREATER OSCEOLA CHAMBER OF COMMERCE**

**CONFIDENTIALITY STATEMENT**

**Confidentiality Policy for Employees, Volunteers and Board Members**

Respecting the privacy of our clients, donors, members, staff, volunteers and of the Chamber itself is a basic value of the Chamber. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Chamber. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of the Chamber may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of the Chamber that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

As a member of the Board of Directors of the St. Cloud Greater Osceola Chamber of Commerce, I acknowledge that I have read the policy regarding Chamber Confidentiality and will abide by my legal and ethical responsibilities to observe the confidentiality of any human resources, employment personal, financial information of which I may be aware, regarding the St. Cloud Chamber of Commerce organization and members. I will not disclose any information in any form or seek out confidential information, except when required to do so according to my fiduciary responsibilities. I understand that any violation of this policy will result in dismissal from the Board of Directors.

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Signature Date

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Print Name

October, 2025