

Confidentiality Policy

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| Policy Name | WEF Confidentiality Policy |
| Policy Category | Legal |
| Policy Number | 2006-002 |
| Policy Origination and Review Dates | April, 2006; September, 2015; July, 2018; April, 2021 |
| Requirements | Not required to comply with federal or state statutes |
| Review Cycle | 3 years |
| Legal Review Required | Yes |

A. General Policy Statement

Water Environment Federation® (WEF®) volunteers, including without limitation members of the Board of Trustees (Board), committee chairs and members, and other volunteers, as well as WEF staff members, and contractors (collectively “WEF Persons”), may be given or have access to certain confidential information of WEF or third parties (collectively, “Confidential Information”). Confidential Information is defined to include all information that is not known to the public regarding the organization, operations, programs, activities, policies, procedures, practices, financial condition, trade secrets, membership lists, and standards of WEF, its members, or third parties. Confidential information includes information designated as confidential and information not so designated but that fits the above definition, including information developed or learned by WEF Persons as a result of their service to WEF as a volunteer, contractor or employee. The Executive Director, or their designee, may revise any decision that information is, or is not, Confidential Information, provided, however, that a majority vote of the Board may override any such determination by the Executive Director that a particular piece of information is Confidential Information. Confidential Information shall not include information that enters the public domain through no fault of a WEF Person or which was rightfully obtained from a third party without comparable restrictions on disclosure or use.

It is the policy of WEF that WEF Persons may not disclose, nor permit to be disclosed, any Confidential Information, and will not appropriate, photocopy, reproduce, or in any fashion replicate any Confidential Information, except to the limited extent required to perform the work assigned to them by WEF. WEF Persons further agree to use reasonable efforts to maintain the confidentiality of the Confidential Information and agree not to use any Confidential Information for their own benefit or that of a third party. WEF Persons shall view and store any Confidential Information in compliance with WEF’s Records Management Policy. Any additional requirements for staff will be outlined in WEF’s employment policies in keeping with this Policy.