

## UNIVERSITY DISTRICT PUBLIC DEVELOPMENT AUTHORITY CONFIDENTIALITY POLICY

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As a member of the Board of Directors of the University District Public Development Authority (“Authority”), or as its employee or agent, you will come into contact with written, electronic and verbal information that is confidential to the business operations of the Authority. Because the Authority is organized as a municipal corporation, the vast majority of its activities and information are made publically available through the Open Public Meetings Act or the Freedom of Information Act. However, you will have opportunities to consider information presented in executive session that is not publically available or intended to be disseminated as such. Regardless, dissemination of any confidential information by board members, employees or agents is not in the best interest of the Authority.

Information and data collected and used by the Authority is the property of the Authority. You must use that data only in the performance of your duties as a Board Member, employee or agent, and must maintain its integrity and confidentiality. The Authority’s confidential information includes, without limitation, information relating to trade secrets, research and development, know-how, software (including source code and object code), procedures, purchasing, accounting, marketing, customer lists, financial status or employees (“Confidential Information”). Specific examples of Confidential Information include the following:

1. *Authority Business Information* not generally known to the public or its competitors is considered to be confidential. Information regarding the financial condition of the Authority and other information concerning financial, administrative, or strategic marketing operations, is strictly confidential and may only be discussed by Board Members, employees or agents in connection with their normal job functions, and only to the extent necessary for the performance of such job functions. This information is not to be divulged in whole or in part to anyone outside the Authority, without the express consent of the Board of Directors and/or the Authority President.
2. *Payroll, Salary and Personnel Data* related to any Authority employee or personnel is strictly confidential. Board members, employees and agents must maintain strict confidentiality with respect to all personnel records and confidential discussions including, but not limited to, salaries, benefits, performance appraisals, counseling and discipline matters.

As a member of the Board of Directors of the Authority, or as an employee or agent, you agree that your obligation to honor the confidential nature of this information will exceed your Board, employment or contract term for an additional two years.

Unauthorized use or disclosure of Confidential Information may result in disciplinary action, up to and including discharge from your obligations as a member of the

Board of Directors, and/or termination of contractual arrangements. Furthermore, nothing herein shall limit the ability of the Authority to seek any remedy available to it under the laws of the State of Washington for damages resulting from the disclosure of Confidential Information.

The Authority will enforce this Policy in order to meet the on-going expectations of its members. The primary responsibility for enforcement of the Policy rests with the Board of Directors. Complaints relating to an alleged violation of this Policy should be made in writing and submitted to the Board Chair, or the highest-ranking Board Member not implicated by the complaint. All complaints relating to a breach of the Policy will be accorded serious consideration. The resolution of all complaints relating to a breach of the Policy will be documented in the official minutes of the Board.

Any question concerning the application of this Policy, or the use or disclosure of Confidential Information should be directed to the Chairman of the Board of Directors. Each Board Member, employee or agent has the responsibility for demonstrating compliance with this Policy. An Individual Acknowledgement must be signed by all Board Members, employees and agents as a condition of service.

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### **INDIVIDUAL ACKNOWLEDGMENT**

My signature below signifies that I have read and understand the University District Public Development Authority Confidentiality Policy. I will not, under any circumstances, use or disclose confidential information for any purpose, and I will take appropriate steps to protect the confidentiality of corporate information. I agree to adhere to the Policy and understand the consequences of violating its terms.

DATED: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_