

## CONFIDENTIALITY POLICY

It is the policy of The American Judo and Jujitsu Federation (herein after known as "AJJF"), that members of the Board of Professors; Board of Directors; Operations Committee; AJJF Advisory Committee; Central Office Administrator, or any other volunteer, employee or vendor of (these persons shall be collectively known as "volunteers" for the remainder of this policy) may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with The AJJF 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 AJJF has authorized disclosure. Volunteers and support persons shall use confidential information solely for the purpose of performing services as a volunteer for The AJJF. This policy is not intended to prevent disclosure where disclosure is required by law.

Volunteers must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. In addition, volunteers should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view.

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_