



### Confidentiality Policy\*

Chicago Veterinary Medical Association (CVMA) board members and employees may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with CVMA to those who have a legitimate need for such information and to whom the CVMA Executive Committee and/or Executive Director have authorized disclosure.

Board members and employees shall use confidential information solely for the purpose of performing services as a board member or employee. This policy is not intended to prevent disclosure where disclosure is required by law. Board members and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information.

Documents prepared for the board and for the staff are confidential and should be treated as an internal document restricted to CVMA's use. No portion of these documents may be shared, in written or oral form, with any individual or with any organization outside of the CVMA unless by consent of the Executive Committee and/or Executive Director.

On any vote of the board, individual votes of board members, unless specifically requested by a member otherwise, shall be confidential but the record of individual votes must be kept on file. Board, committee, and staff members shall not disclose to anyone outside of CVMA the statements, positions, or votes by any board or committee member on actions taken by the board or its committees. Only in extraordinary situations will a board or committee member disclose his or her position or vote on a board or committee action, and only after advising the board's president before making such a disclosure.

CONFIDENTIALITY CERTIFICATION FOR Chicago Veterinary Medical Association: All Board and Staff members shall abide by the guidelines set forth therein.