

# North Carolina Preservation Consortium

## CONFIDENTIALITY POLICY

- I. **The Parties.** This Non-Disclosure Policy, referred to as the “Agreement,” applies to any individual, either paid or volunteer, serving on the North Carolina Preservation Consortium (NCPC) Board of Directors, serving on an NCPC committee or task force, lecturing or teaching (either hired or pro bono) at the NCPC Annual Conference or another program (e.g. workshop, webinar, etc.), or otherwise participating in an official capacity on behalf of NCPC.
- II. **Confidential Information.** All data, materials, knowledge and proprietary information generated through, originating from, or having to do with NCPC or persons associated with its activities, including contractors, is to be considered confidential information and is not to be disclosed to any outside party. This includes, but is not limited to, documents, information, designs, printed matter, policies, procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, e-mail messages, whether internally between staff or outside NCPC. This information is confidential and the sole property of NCPC.
- III. **Members.** Member information, including all file information, is not to be disclosed to any third party, under any circumstances, without the written consent of NCPC.
- IV. **Damages.** Any disclosure, misuse, copying or transmitting of any material, data or information, whether intentional or unintentional, will subject the individual to disciplinary action, prosecution, and/or monetary damages according to the procedures set by NCPC and any applicable laws.

Parties participating in an official capacity for NCPC agree to the aforementioned terms.

**North Carolina Preservation Consortium**  
**Board of Directors**  
**Approved 2/7/2022**