

## **Board Member Statement of Confidentiality**

As a member of the Board of Directors of Community Action Pioneer Valley, I acknowledge that in the course of my service I may have access to confidential and sensitive information, including but not limited to:

- Information about program participants, clients, and families
- Personnel matters and employee information
- Donor information
- Financial data, budgets, contracts, and funding information
- Strategic plans, internal deliberations, and non-public board materials
- Information shared in executive session or designated as confidential

I understand that this information is entrusted to me solely for the purpose of fulfilling my fiduciary duties as a board member.

I agree to:

- Keep all confidential information strictly confidential
- Use such information only in connection with my role as a board member
- Refrain from discussing confidential matters outside of appropriate board or organizational settings
- Take reasonable care to safeguard confidential information, including electronic and written materials

This obligation of confidentiality continues during my service on the Board and after my term ends.

If I am uncertain whether information is confidential, I will treat it as such and seek clarification from the Board Chair or Executive Director.

By signing below, I affirm my understanding of and commitment to this Statement of Confidentiality.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

