



QUEST ART School + Gallery Confidential Information Agreement

INTRODUCTION

The **QUEST ART School + Gallery (QA)** collects and retains information about its members and its business relationships. Some information, because of its sensitivity or importance, is critical to the success of the QA. Its unauthorized release could seriously affect the QA. The QA considers this information to be "Confidential Information."

Confidential Information must be properly protected and used only for authorized purposes. All Executive and Volunteer members of the QA have a responsibility to ensure the proper protection of Confidential Information.

WHAT IS CONFIDENTIAL INFORMATION?

The Confidential information includes all personal information and data regardless of form that relates to its members or to its business arrangements and contracts. In addition, the QA Executive may designate other information as Confidential from time to time.

Confidential information does not include information released by the QA in an authorized manner or information that is available to the public through no fault or breach of the QA.

HOW DO I RECOGNIZE CONFIDENTIAL INFORMATION?

In some cases, the confidential information of the QA will carry the advisory label "Confidential".

Information may be confidential even without carrying this label. If the information pertains to our members, our employees, our finances or business dealings, it is likely confidential, even if unmarked. If in doubt please ask a member of the elected Executive.

Examples of confidential information include:

- a) Membership lists
- b) Personal data about individual members
- c) Employee contracts
- d) Business contracts
- e) Relationships with other groups (such as HFA, HPA, etc.)
- f) Information discussed at Board meeting other than via the minutes

WHAT SHOULD I DO WITH CONFIDENTIAL INFORMATION?

Confidential Information must:

- a) not be used for any purpose other than that contemplated and authorized by the QA;
- b) not be disclosed to anyone outside the QA without the prior authorization of the President, Vice-President, Treasurer and/or Secretary of the QA;
- c) be handled, preserved and protected to the same degree that you would handle and protect your own personal valuable information such as your tax filings or mortgage documents.

OWNERSHIP

All Confidential Information is the property of the QA. All originals, duplicates, reproductions and copies (authorized or unauthorized) are owned by the QA and shall be returned to it upon request.

UNDERTAKING

I, _____, understand the terms and conditions respecting the QA's confidential information and agree to abide by them.

Signature

Date