

Confidentiality Policy

Policy Name	WEF Confidentiality Policy
Policy Category	Legal
Policy Number	2006-002
Policy Origination and Review Dates	April, 2006; September, 2015; July, 2018
Requirements	No legal requirements
Review Cycle	3 years
Legal Review Required	Yes

A. General Policy Statement

Water Environment Federation® (WEF®) volunteers, including without limitation members of the Board of Trustees, committee chairs and members, and other volunteers, as well as WEF staff members, and contractors, may be given or have access to certain confidential information of WEF or third parties (collectively, "Confidential Information"). Confidential Information is defined to include all information that is not known to the public regarding the organization, operations, programs, activities, policies, procedures, practices, financial condition, trade secrets, membership lists, and standards of WEF, its members, or third parties. Confidential information includes information designated as confidential and information not so designated but that fits the above definition, including information developed or learned by an individual as a result of his/her service to WEF as a volunteer, contractor or employee. The Executive Director, or his/her designee, may revise any decision that information is, or is not, confidential information, provided, however, that a majority vote of the Board of Trustees may override any such determination by the Executive Director that a particular piece of information is Confidential. Confidential Information shall not include information that enters the public domain through no fault of a WEF volunteer, contractor or staff member or which was rightfully obtained from a third party without comparable restrictions on disclosure or use.

It is the policy of WEF that WEF volunteers, staff and contractors may not disclose, nor permit to be disclosed, any Confidential Information, and will not appropriate, photocopy, reproduce, or in any fashion replicate any Confidential Information, except to the limited extent required to perform the work assigned to them by WEF. Volunteers, staff and contractors further agree to use reasonable efforts to maintain the confidentiality of the Confidential Information and agree not to use any Confidential Information for their own benefit or that of a third party.