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phone: 781.876.8935 fax: 781.645.1322

FGNA Confidentiality Agreement

First Name	Last Name
FGNA Position	

I have read, I understand, and I hereby agree to abide by FGNA Policy "A1.10 Confidentiality".

By checking this box, you agree to the above statement.

_____ Date

(See Confidentiality Policy on following page.)



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Feldenkrais Guild® of North America

A1.10 CONFIDENTIALITY

During the course of their service to FGNA, confidential information may be made available to: individual members of the FGNA Board of Directors, committees, task forces, employees and consultants. (“Individuals”). Such information is proprietary, and is critical to the success of FGNA.

Individuals may not disclose, divulge, remove, copy or make accessible confidential information belonging to, or obtained through their affiliation with FGNA.

Confidential information shall not be disclosed to any person, including relatives, friends, business and professional associates, unless authorized. Such information shall be used solely for the purpose of performing services for FGNA. Disclosure of confidential information may lead to disciplinary and/or legal action. This policy is not intended to prevent disclosure, when disclosure is required by law.

All Individuals must complete the FGNA Confidentiality Agreement. All confidential information regardless of its form, must be returned to FGNA or destroyed at the time of termination of employment or service.

Confidential information includes, but is not limited to:

- Meeting discussions and content
- Personal information of FGNA members and contacts, including health status, employment and contact information
- Financial reports and information
- Unapproved minutes
- Executive session minutes
- Legal advice
- Business plans
- Plans for future products and services
- Communication regarding administration of training accreditation, ethics and service mark programs
- Complaints regarding ethics and other FGNA programs

Adopted July 30, 2019 by FGNA Executive Committee

The terms and conditions of the Bylaws shall take precedence over and govern in the event of conflict between the terms and conditions of the Policy and the terms and conditions of the Bylaws.