



Myositis Support and Understanding Association, Inc.

Statement of Confidentiality

It is the policy of Myositis Support and Understanding Association, Inc. (MSU), that Board Members, Volunteers, Group Administrators, and Employees of MSU will not disclose confidential information belonging to or obtained through their affiliation with MSU to any person, including their relatives, friends, business, and professional associates, unless MSU has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Board Members, Volunteers, Group Administrators, and Employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view.

Upon separation of position, including at the end of a Board Member's term, he or she shall return all documents, papers, and other materials that may contain confidential information. Failure to maintain confidentiality may result in termination of your position with MSU or other corrective action. This policy is intended to protect you as well as MSU because in extreme cases, willful violations of this policy also may result in personal liability.

ACKNOWLEDGEMENT OF STATEMENT OF CONFIDENTIALITY

I have read MSU's policy on confidentiality and I agree to abide by the requirements of the policy and inform my supervisor or Board of Directors immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with MSU.

Printed Name

Signature

Date