

CONFIDENTIALITY POLICY
OHIO HEALTH MODERNIZATION MOVEMENT
ADOPTED 7/25/2018

1. PURPOSE OF THIS POLICY

This Confidentiality Policy governs the activities of Steering Committee Members and Subcommittee Members the Ohio Health Modernization Movement (“OHMM”), or any related entities of OHMM. Steering Committee Members and Subcommittee Members, Facilitators and volunteers are responsible for acting in the best interests of OHMM and its mission, including the necessity to protect the confidentiality of strategy, information, communications, materials and documents created by or used by OHMM in conducting their operations.

The purpose of this policy is to protect confidential information that may come within the possession or knowledge of Steering Committee Members and Subcommittee Members, Facilitator and volunteers of OHMM or any related entities.

This policy is intended to supplement, but not replace, any applicable state and federal laws governing protection of privacy or confidentiality as applicable to nonprofit and charitable organizations. This policy is not intended to prevent disclosure where disclosure is required by law.

2. WHAT IS CONFIDENTIAL INFORMATION?

Confidential information includes, by way of non-exclusive examples:

- Personal or protected health information (PHI), including HIV status;
- Communications conducted for purposes of obtaining legal advice;
- Information or discussions relating to strategy and the implementation of strategy;
- Polling and focus group data, and any strategic, planning or other information relating thereto;
- Financial and personal information relating to donors or prospective donors;
- Database information such as spread sheets, donor lists, mailing lists, budgets, financial data, email addresses, home or business addresses, telephone numbers, and other identifying or personal information of Steering Committee Members and Subcommittee Members, Facilitator, volunteers, donors, potential donors, or others;
- Proprietary materials or processes that, if disclosed, could benefit other organizations without compensation to OHMM, or could create detriment to OHMM;
- Contracts or arrangements with vendors that contain confidentiality terms;
- Drafts that are circulated for purposes of discussion, consideration, and input from Steering Committee Members and Subcommittee Members, Facilitator or volunteers;
- Steering Committee agendas, Subcommittee agendas, and communications and attachments relating thereto;
- Other information that is specifically identified as confidential by the Steering Committee Members and Subcommittee Members, Facilitator, or their designees; or
- Oral or unwritten communications or discussions that relate to any of these examples.

More generally, confidential information is that which pertains to the strategic decision-making processes or to the operations of OHMM; or to the personal and private interests of Steering Committee Members, Subcommittee Members, Facilitator, donors and volunteers; or to the interests of OHMM in managing the timing and content of public announcements that advance the mission and success of OHMM

Steering Committee Members, Subcommittee Members, Facilitator and volunteers are urged 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 of others. As a further example, email communications with the Facilitator or with Steering Committee Members or Subcommittee Members may contain or refer to confidential information and should not be forwarded or shared with third parties outside of OHMM.

Questions about application of this policy, such as whether certain information is considered to be confidential, should be directed to the Facilitator or one of the Co-Chairs of OHMM Governance Committee, as may be appropriate.

3. AGREEMENT TO COMPLY

By signing below, I hereby agree that I will comply with this policy and that I will protect all confidential information that may come to my attention in my role relating to OHMM, and that I will refrain from disclosing such information to any person or other organizations. Further, I agree that I will continue to protect the confidential information of OHMM even after my involvement with OHMM has ended. I acknowledge that I have reviewed the foregoing Confidentiality Policy. I understand that if I have any questions about the application of this policy or whether certain information is confidential, I will contact either the Facilitator or one of the Co-Chairs of OHMM Governance Committee.

I understand that unauthorized disclosure of confidential information is a serious violation of this policy and could result in dismissal from the organization, or other discipline.

Date: _____

Signature: _____

Printed name: _____

Role with OHMM (e.g., Steering Committee member, Subcommittee members, Facilitator, volunteer, other): _____