



MASONIC HOME FOR CHILDREN AT OXFORD, INC.

600 College Street Oxford, NC 27565

(888) 505-4357 mhc-oxford.org

Board/Committee Member Confidentiality Agreement

The Masonic Home for Children at Oxford, Inc. (MHCO) is responsible for information that, by law, regulation, or policy, must be kept in strict confidence and used only in the capacity of specified responsibilities; and,

MHCO acknowledges that _____, (Board/Committee Member);
(print name and/or organization here)

in performing the responsibilities of his/her/its position, may need access to information that is confidential.

Board/Committee Member acknowledges that his/her/their responsibilities may require acquisition by Board/Committee Member of confidential information such as identities, services provided, income information, and eligibility for medical recipients and providers.

Board/Committee Member shall comply with MHCO's Confidentiality Policy.

Board/Committee Member shall keep all confidential information in strict confidence and use said information only in the performance of his/her/its duties.

Board/Committee Member shall protect assigned equipment and be generally responsible for protecting the assets of MHCO.

Board/Committee Member agrees that computer access codes assigned to Board/Committee Member are for use in connection with official duties only. The codes shall not be in written form in any place accessible to anyone other than the Board/Committee Member.

Board/Committee Member shall preserve the confidential nature of any information he/she/it obtains by refraining to release such information to any person or entity not expressly authorized to receive the information.

Board/Committee Member shall use personal and mainframe computers, their respective software, and other related equipment for official use only.

Board/Committee Member shall not, under any circumstances, copy software for any purpose (other than making an authorized back-up, archival copy) without expressed written authorization from software manufacturer.

Board/Committee Member shall comply with licensing restrictions which govern the use of software for certain equipment.

If Board/Committee Member is accused of making, has made, or conspires to make unauthorized copies, MHCO shall not provide any legal defense, nor pay for Board/Committee Member's legal fees, cost fines, court costs, or any other costs whatsoever. If MHCO is subject to legal action because of Board/Committee Member's unauthorized copying of software or unauthorized use of computers, MHCO shall seek reimbursement for all fees, costs, and expenses, legal or otherwise, of any sort it incurs because of such unauthorized copying or use. Board/Committee Member understands and acknowledges that a breach/violation of this Board/Committee Member Confidentiality Agreement shall lead to immediate dismissal, or any other legal action available to MHCO.

Board/Committee Member understands and acknowledges unauthorized use of information may constitute a violation of State and Federal Law.

Board/Committee Member shall comply with this Confidentiality Agreement.

IN WITNESS WHEREOF, the parties execute this Confidentiality Agreement under seal by their signatures written below.

Board/Committee Member Name (Printed) Board/Committee Member Name, or authorized agent thereof (Signature) _____
Date