



[Approved 6/3/2020]

CONFIDENTIALITY POLICY

Officers, directors, members of the Board of Examiners, committee members, advisors and other volunteers who serve UPPCC in positions of responsibility have certain legal obligations to the organization, including the obligation to maintain the confidentiality of all information relating to UPPCC's business, examples of which follow below. Individuals may not ignore UPPCC's determination to designate and handle information as confidential. The responsibility to preserve confidentiality continues indefinitely, which means that a volunteer is not relieved of the obligation to maintain confidentiality when the volunteer's service to UPPCC concludes. Some examples of confidential information include, but are not limited to:

- Internal discussions, information and documentation that I received from UPPCC and others in connection with my service. Neither the contents nor the existence of this information or documentation will be shared with others.
- Information shared in and discussions taking place during a Board of Directors, Board of Examiners, or committee meeting. Even if the information is not marked as confidential or otherwise identified as such, it may be obviously confidential. If the volunteer knows, or should know, of the confidential nature of the information, the volunteer has the responsibility to maintain that confidentiality.
- Information relating to a certification examination [test design methodology, item and test development materials and resources, actual items and test forms (operational, pre-test, and in-development), item and candidate level performance statistics, scoring, etc.].
- Information relating to an individual's standing with regards to certification (certification application or recertification application details, application review results, application review appeals, examination results appeals, the nature of or details relating to special testing accommodations requests, exam results, complaints brought against applicants, candidates, certified individuals, revocation proceedings, etc.).
- UPPCC financial statements or reports.
- Strategic plans, directions and programs of UPPCC, particularly when knowledge of that information would be beneficial to competitive organizations and detrimental to UPPCC were it known by those organizations.
- Advice, evaluations and analysis received from outside or inside legal counsel under the attorney-client privilege.

I will direct any questions regarding my confidentiality obligations to the Chair of the UPPCC Board.

I have read and understand UPPCC's Confidentiality Policy as set forth above and agree to comply fully with the policy at all times during my service to UPPCC. Further, my responsibility to preserve confidentiality will continue indefinitely, which means that I will not be relieved of the obligation to maintain confidentiality when my service to UPPCC concludes.

Printed Name: _____

Signature: _____

Date: _____

Rev.: June 3, 2020
Rev.: March 23, 2018
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