

## **FPA's Confidentiality Policy**

As a member of the FPA Board of Directors, chairperson of an FPA committee, or member of an FPA committee/workgroup, I recognize that I have a duty of care to FPA. This includes a duty of confidentiality. In connection with my Board/committee service, I may be given or have access to confidential or proprietary information of and about FPA and third parties. Confidential Information is defined as all information that FPA considers confidential or proprietary information of or about FPA or third parties. Confidential Information may include, but is not limited to, information discussed or distributed at Board/committee meetings; information discussed on any Board/committee-only online forums; official Board/committee business discussed between or among Board/committee members in any Board/committee-only medium or forum; information regarding FPA's organization, operations, programs, activities, policies, procedures, practices, financial condition, or marketing strategies or plans; information discussed in FPA Committee meetings; unpublished or pre-release versions of FPA documents or materials; internal-use-only or limited-circulation FPA documents or materials; and similar FPA information, documents or materials of a confidential or proprietary nature. I agree to not disclose or permit to be disclosed any Confidential Information, and will not appropriate, photocopy, reproduce, or in any fashion replicate any Confidential Information without the prior written consent of FPA. I agree to use reasonable efforts to maintain the confidentiality of all Confidential Information. I also agree not to use any Confidential Information for my own benefit or that of any other individual, company or organization. Confidential Information shall not include information which I rightfully obtain from a third party without comparable restrictions on disclosure or use.

In addition to the above and to the extent applicable, serving in the capacity of an FPA committee chairperson, I agree to share this policy with all committee members.

I have read and understand the above policy and agree to abide by it:

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Signature

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Date