



Ocean Beach and Bay Club, LLC.

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Confidentiality Agreement

Respecting the privacy of our members, staff, and volunteers of the Ocean Beach & Bay Club itself is a basic value of the club. Personal and financial information is confidential and is not to be disclosed or discussed with anyone, without permission or authorization from a club official. Care shall also be taken to ensure that the on authorized individuals do not to overhear any discussion of confidential information, and that document containing confidential information or not left in the open or inadvertently shared. Employees, volunteers and board members of Ocean Beach & Bay Club may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of the Ocean Beach & Bay Club that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, include board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject with the person(s) who made the unauthorized disclosure to appropriate discipline, including all legal remedies available to the club.

I have reviewed, and agree to abide by this policy.

Name

Position

Signature

Date
