



POLICY REGARDING CONFIDENTIALITY

The members, donors, partners, and landowners who work with Inland Northwest Land Conservancy trust that our records are kept strictly confidential.

Much of the information regarding INLC's staff, board of directors, donors, grantors, and its work with landowners, public agencies and others is of a private and confidential nature unless or until an authorized publication of the information has occurred.

Proprietary materials and confidential information regarding personnel, donors, grantors, public agencies and landowners may be used, discussed, or shared only with other directors, staff, and appropriate volunteers.

In most cases, common sense will guide judgments about what is sensitive information, but examples include:

- Matters related to the consideration, pendency, and progress of easement projects and all but published information after project completion;
- Matters related to the monitoring of individual easement properties;
- Board discussions, decisions, and voting; and
- Personnel issues.

All employees and board members as well as volunteers who may have access to such information shall be required to acknowledge and agree to this Confidential Policy in writing upon its adoption and thereafter upon hire, election, or start of volunteer service with Inland Northwest Land Conservancy.

Questions about the confidentiality of specific matters should be directed to the Board Chair or the Executive Director.

Adopt-Review-Revise History

- Reviewed by INLC Board 9/25/2017
- Adopted by INLC Board 9/25/2017