
Title: WQRF Confidentiality Policy**Scope**

This policy applies to all WQRF directors or members, as well as volunteers who serve in support of the WQRF activities.

Terms and Definitions

Confidential Information - Includes any non-public information obtained by individuals while serving on behalf of the WQRF or in support of WQRF activities. WQRF research plans and draft or final reports are the intellectual property of the WQRF and may contain confidential information. Proposals and information submitted to the WQRF by research organizations are the intellectual property of the submitting research organization, and shall be assumed to contain confidential planning materials and background work which belongs to that organization.

Policy

Individuals serving on behalf of the WQRF, or in support of WQRF activities such as through committees and task forces, shall hold all non-public information that is communicated to them in strict confidence; shall not use Confidential Information for their own benefit or the benefit of others except as authorized by the WQRF such as through committee and task force assignments; and shall not disclose, distribute or disseminate Confidential Information (including documents or information derived therefrom) in any way to any third party except as authorized by the WQRF, or as required by State and Federal law. WQRF intends to take rigorous steps to prevent the disclosure and to protect the confidentiality of Confidential Information, and legal action may be brought against individuals who violate this policy. Individuals shall notify WQRF immediately of any disclosure or suspected disclosure of Confidential Information, whether intentional or accidental.