



*Cape George Colony Club*  
*61 Cape George Dr, Port Townsend WA 98368*

## Confidentiality Agreement

Trustees, Employees, Committee Members, and other Members of the community who are, in the course of their duties, entrusted with access to confidential, sensitive or private information as enumerated in RCW 64.38.035 which are defined as: *"personnel matters; consult with legal counsel or consider communications with legal counsel; and discuss likely or pending litigation, matters involving possible violations of the governing documents of the association, and matters involving the possible liability of an owner to the association."* agree to the following:

The signee of this agreement hereby agrees to hold such information in confidentiality and not disclose, share, or distribute information from the records of the Association whether in electronic form, paper form, or verbally.

Information may be shared with Trustees, committee members, individual members such as the Harbormaster, etc., or employees on a need-to-know basis and in conformance with the duties and responsibilities of the position.

All Member and Employee information is to be deemed confidential unless authorized by the Board of Trustees to be distributed. This includes delinquencies, violations, contact information, performance appraisals and other employee records, etc.

An employee may be disciplined per Regulation EMP 06 for a Confidentiality breach and a breach by member volunteers may be fined and removed from their position, except Trustees who are subject to a vote of the membership for removal.

AGREED:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title or Committee Membership

\_\_\_\_\_  
Date