

**MICHIGAN MATHEMATICS AND SCIENCE CENTERS NETWORK  
CONFIDENTIALITY POLICY**

The Board of Directors of Michigan Mathematics and Science Centers Network adopts this Confidentiality Policy on August 3, 2007 with reference to the following:

- A. The nature of the services provided by Michigan Mathematics and Science Centers Network requires the highest degree of confidentiality concerning matters involving the Network and the donors, grantees and others it serves.
- B. Michigan Mathematics and Science Centers Network Directors, employees and committee members want to follow the practice of not disclosing Confidential Information.

THEREFORE the Board of Directors of Michigan Mathematics and Science Centers Network adopts the following policy:

1. No Network Director, committee member or employee will disclose to any third party Confidential Information of which he or she becomes aware because of his or her position with the Network. "Confidential Information" does not include information which is or becomes generally available to the public.
2. Certain information is time sensitive and must first be released by authorized Network representatives. Network Directors, committee members and employees shall only disclose that information after the authorized public release.
3. Network Directors, committee members, and employees will not use any Confidential Information to their own or another's advantage or to the detriment of the Network, its donors, grantees or others it serves.
4. Network Directors, committee members and employees will not remove from the offices of the Network any document relating to the activities of the Network, its employees, donors, grantees or others it serves, except as required by the individual's position and duties with the Network.
5. Unauthorized use or disclosure of Confidential Information may result in discipline, up to and including removal from the Network Board or committee or discharge from employment with the Network.
6. Network Directors, committee members and employees shall annually consent to abide by this Confidentiality Policy and acknowledge such by signing the statement below.

**Certification**

I certify that the above is a true and correct copy of the Confidentiality Policy adopted by the Board of Directors of the Michigan Mathematics and Science Centers Network on August 3, 2007.

By: \_\_\_\_\_ Date: August 18, 2009  
Connie Duncan  
Its: Chair of the Board

I have read, understand and consent to the Confidentiality Policy of the Michigan Mathematics and Science Centers Network.

\_\_\_\_\_  
Director's Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date