

The Council on Chiropractic Education (CCE)

SITE TEAM ACADEMY CONFIDENTIALITY AGREEMENT

I, _____, as a member of the Council on Chiropractic Education (CCE), Academy of Site Team Visitors (*Academy*), hereby acknowledge and understand my responsibility to keep all matters confidential regarding my activities assigned and performed in the role of site team visitor/evaluator, to include all program information/documents and any CCE related materials, reports and/or information. I also understand that my agreement to maintain confidentiality continues beyond my service in the Academy and that I must always hold such matters confidential.

In order to protect confidential or sensitive information and the CCE's interest in maintaining that confidentiality:

1. I will not act for or on behalf of the Council/CCE without explicit authorization by the Council Chair or CCE President.
2. I will not make copies of, disclose, discuss, describe, distribute, or disseminate in any manner whatsoever, including in any oral, written, or electronic form, any confidential or sensitive information, or any part of it, that CCE receives or generates, except directly in conjunction with service to CCE.
3. I will not use such confidential or sensitive information for personal or professional benefit or for any other reason, except directly in conjunction with service to CCE.
4. I will dispose of/destroy all materials and notes regarding confidential or sensitive information in compliance with CCE policies and procedures and only at the direction of the CCE administrative office.

Internet Postings/Social Media

Social media are defined by CCE as any tools or services that facilitate online discussion and/or content sharing. Such services include but are not limited to those that offer social networking; blogging and publishing; discussion forums; image-sharing; social bookmarking; consumer reviews; and video hosting. With regard to these services, and any other web-based tools which may facilitate these or similar activities, I understand and will abide by the following:

1. Academy members' internet postings cannot disclose any information that is confidential or proprietary to CCE or to any third party that has disclosed information to CCE.
2. Academy members are responsible for their postings, and may be subject to liability if posts are found defamatory, harassing, or in violation of any other applicable law. Academy members may also be liable if postings include confidential or copyrighted information.
3. When academy members post their points of view, they shall neither claim nor imply to be speaking on behalf of the Council or CCE, unless authorized in writing to do so.
4. Academy members' internet postings cannot include Council/CCE logos or trademarks, and should respect copyright, privacy, fair use, financial disclosure, and other applicable laws.
5. The Council/CCE may request that academy members avoid certain subjects or withdraw certain posts if they believe that doing so will help ensure compliance with applicable laws, including securities regulations.

6. If a member of the news media or any individual seeking to publish information online contacts an academy member about an internet posting that concerns the business of the Council/CCE, the academy member must refer the requestor to the Council Chair or CCE President, without disclosing any other information whatsoever.
7. The CCE shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any unauthorized internet postings by academy members.

I understand that if I breach this agreement, I will be held responsible for any damages and/or legal costs resulting or arising there from.

I certify that I have read, understand, and agree to comply with the above and to serve as a member of the CCE Academy of Site Team Visitors for a period of three years in accordance with CCE Policy 10, *Academy of Site Team Visitors*.

Signature

Date