

The Council on Chiropractic Education (CCE)

COUNCILOR CONFIDENTIALITY AGREEMENT

I, _____, an elected Councilor of the Council on Chiropractic Education (CCE), hereby declare that I have reviewed, understand and will faithfully abide by the CCE policy on confidentiality (CCE Policy 4, *Confidentiality of Council Actions*) and this agreement.

Recognizing the profound responsibilities associated with Council service, I further declare that I will give priority to attendance at all meetings of the Council and shall review the materials in advance in order to participate constructively in the deliberations of all Council activities.

In order to protect confidential or sensitive information and the Council'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 the Council receives or generates, except directly in conjunction with service to the Council.
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 the Council.
4. I will dispose of/destroy all materials and notes regarding confidential or sensitive information in compliance with CCE policies and procedures.

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. Councilors' internet postings cannot disclose any information that is confidential or proprietary to the Council or to any third party that has disclosed information to the Council.
2. Councilors 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. Councilors may also be liable if postings include confidential or copyrighted information.
3. When Councilors posts their points of view, they shall neither claim nor imply to be speaking on the Council's/CCE's behalf, unless authorized in writing to do so.
4. Councilors' 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 Councilors 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 a Councilor about an internet posting that concerns the business of the Council/CCE, the Councilor

must refer the requestor to the Council Chair or CCE President, without disclosing any other information whatsoever.

7. The Council shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any unauthorized internet postings by Councilors.

If, following a hearing conducted in accordance with disciplinary action procedures outlined in the current or a future edition of Roberts Rules of Order or the CCE Bylaws, I am found, by written opinion of a two-thirds majority of the entire Councilor membership present at a regular or special meeting, to have violated the CCE policy on confidentiality or been derelict in discharging my Council responsibilities, I fully realize and agree that a breach of confidentiality could result in irreparable damage to the Council/CCE and its mission, as well as to the public, and I may be subject to dismissal from the Council.

Signature

Date