

## **The Council on Chiropractic Education (CCE)**

### **GUEST CONFIDENTIALITY AGREEMENT**

I, \_\_\_\_\_, as a guest observer to the Council on Chiropractic Education (CCE) meetings, hereby understand that any and all information, documents or other related matters concerning CCE activities must be kept confidential. This confidentiality will be maintained unless authorization (in writing) is given by the CCE President or the Council Chair to state or provide specific information.

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 I receive, 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. 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. I am responsible for my postings, and may be subject to liability if posts are found defamatory, harassing, or in violation of any other applicable law. I may also be liable if postings include confidential or copyrighted information.
3. When a post is my point of view, I shall neither claim nor imply to be speaking on the Council's/CCE's behalf, unless authorized in writing to do so.
4. 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 avoidance of certain subjects or the withdrawal 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

me about an internet posting that concerns the business of the Council/CCE, I 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.

If this agreement is breached, I will be responsible for any and all damages and/or all legal costs resulting or arising there from.

I certify that I have read, understand, and agree to comply with, the above.

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SIGNATURE

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DATE