



MINNESOTA LAND TRUST CONFIDENTIALITY POLICY

POLICY STATEMENT:

It is the policy of the Minnesota Land Trust to maintain the confidentiality of sensitive information and to protect its proprietary data. In particular, employees, volunteers and members of the Board of Directors are not to discuss or disclose confidential or proprietary information with anyone within or outside of the organization who is not authorized to receive such information.

BACKGROUND:

From time to time, Minnesota Land Trust employees, volunteers and board members all have access to sensitive, and sometimes proprietary, information related to Land Trust activities. This might include membership and donor information (including giving histories or property appraisals), the contents of land project files, salaries and other information in personnel files, financial data, details of negotiations, technical information or strategic and other internal business plans. This information might be written, in electronic form or received verbally.

The Minnesota Land Trust recognizes the fundamental importance of respecting the privacy of its employees, volunteers, donors, conservation partners and business associates as well as the need to keep sensitive and proprietary business information confidential. It has a legitimate interest in protecting this information from unauthorized disclosure or use. This policy is intended to remind staff and volunteers of the importance of maintaining the confidentiality of information they learn through association with the Land Trust.

This policy will replace any previous policies on this topic.

Approved by the Board of Directors: March 14, 2002