

Policy Name: Confidentiality Policy for Records, Correspondence and Writings

Policy Number:

Prepared by: Dennise M. Kowalczyk (2009)

Adopted by board: Not Applicable

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All records, memoranda, correspondence and other written materials generated by employees, contractors, interns, or volunteers in the course of their duties are the property of MetroEast Community Media/KZME Radio. Such materials include, but are not limited to, letters, memoranda, reports, work papers, files, print-outs, articles, broadcast copy, and any and all other written or printed materials, as well as any information stored electronically on discs, tapes or any other media. Copies of those materials and the substantive information contained in them are also the property of MetroEast Community Media/KZME Radio.

All information received by employees, contractors, interns or volunteers in the course of their duties remains the property of MetroEast Community Media/KZME Radio. Such materials include, but are not limited to, letters, memoranda, reports, work papers, files, print-outs, articles, broadcast copy, and all other written or printed materials, as well as any information stored electronically on discs, tapes or other media. The preceding includes membership information, including member's financial information, donor, trust and foundation information, and underwriter's information. Copies of those materials and the substantive information contained in them are also the property of MetroEast Community Media/KZME Radio.

Except as required in the performance of their duties at MetroEast Community Media/KZME Radio, employees, contractors, interns or volunteers may not send, give away, sell, copy, take or otherwise remove these materials from MetroEast Community Media/KZME Radio. When employment, contract or assignment at MetroEast Community Media/KZME Radio terminates, no employee, contractor, intern, or volunteer may take with them any such materials (including copies) without express written permission from the CEO. If any such materials have been taken previously, they shall be returned immediately.

Unless it is necessary to perform their duties at MetroEast Community Media/KZME Radio, employees, contractors, interns, or volunteers may not disclose substantive information contained in any MetroEast Community Media/KZME Radio materials to other persons affiliated with MetroEast Community Media/KZME Radio. Nor may they disclose substantive information contained in any MetroEast Community Media/KZME Radio materials to other persons not affiliated with MetroEast Community Media/KZME radio.

After employment or affiliation with MetroEast Community Media/KZME Radio ceases, this confidentiality requirement continues for all information generated or received, unless that information can be demonstrated to have been in the employee's possession prior to employment or assignment, or that information has already become general public knowledge via disclosure by a third party.

All writings or other works of authorship, without limitation, and including but not limited to graphics, program out-takes, manuals, and computer code, produced by employees and contractors in the course of performing services for MetroEast Community Media/KZME Radio, together with the rights protected through Creative Commons in those works, are the property of MetroEast Community Media/KZME Radio.

Signed _____

Date _____