



POLICY 2.2

ADMINISTRATION

Confidentiality and Confidential Information

POLICY INTENT

The purpose of this policy is to govern the collection, use, and security of personal information by the Association.

POLICY

Confidentiality and Confidential Information

2.02.1. "Confidential Information" means all information which is of a confidential or secret nature relating to or possessed by AUGSA and without limitation, includes information concerning AUGSA, its members, employees, elected officials and office holders, operations, methods of doing business, agreements, research and development, innovations, methodologies, finances, regulatory matters, member discipline matters and government relations matters, but which information does not include:

- a. information that is within the Public Domain at the date of its receipt, or which thereafter enters the Public Domain through no fault of the person receiving the information (but only after it becomes part of the Public Domain). "Public Domain" shall mean readily accessible to the public in a written publication, and shall not include information which is only available by substantial searching of the published literature, and information the substance of which must be pieced together from, or which requires the integration of information from, a number of different publications and sources;
- b. information which one can establish was already known to them at the date of its receipt and is not then subject to any confidential restrictions to third parties; and
- c. general skills and experience gained during one's association with the AUGSA, which one could reasonably have been expected to acquire in similar work with another organization.

- 2.02.2. All those who receive, interact with or are privy to Confidential Information, including but not limited to students, employees, contractors, agents, office holders and elected members of AUGSA (the “Users”) are required to hold such Confidential Information in the strictest of secrecy and shall not reference, view, access, use, duplicate, save or disclose (hereinafter described as “Use”) any Confidential Information other than the extent necessary to carry out the business operations of AUGSA.
- 2.02.3. All Users acknowledge and agree that AUGSA is the sole and exclusive owner and proprietor of the Confidential Information. Confidential Information may only be Used for AUGSA’s benefit and in accordance with this policy and the applicable law.
- 2.02.4. No User shall in any way, directly or indirectly, make any unauthorized Use any Confidential Information, including Use for the User’s benefit or for the benefit of any other person or entity.
- 2.02.5. All Users will take reasonable steps to safeguard the Confidential Information, including maintaining and disposing of any Confidential Information in a secure manner. This includes safeguarding the login and password information for:
- a. “@augsa.com” email;
 - b. AUGSA-issued computer; and
 - c. AUGSA social media account(s), forums, or websites.
- 2.02.6. All Users will take reasonable steps ensuring that the hard-drive on AUGSA -issued computers or devices is encrypted. Users shall not share their password and login information except in accordance with AUGSA policies. To the extent User are privy to hard copies of Confidential Information, they shall take steps to ensure the appropriate storage and ultimate destruction of such hard copies.
- 2.02.7. The obligations arising under this policy survive one’s departure from AUGSA for any reason. Upon departure from AUGSA, Users will immediately return all Confidential Information to AUGSA and destroy any electronic copies still in their possession.
- 2.02.8. Users who breach this policy or aware of others who have will immediately report the breach to the AUGSA Executive Director or member of AUGSA Council.
- 2.02.9. All Users shall return, immediately upon the termination of their employment, all Confidential Information, and any and all property, equipment and assets owned by the Employer or for which the Employer is responsible or over which the Employer exercise control or authority.

RELATED REFERENCES AND POLICIES

This Policy References

This Policy is Referenced by

POLICY RESPONSIBILITY

Executive Director

POLICY HISTORY

Original Approval Date:	Pre-2022
Last Review Date:	October 3, 2023
Review by Date:	October 3, 2026