

Confidentiality Policy

Adopted March 23, 2003
Revised July 4, 2012



It is the policy of the ITA that ITA Executive Board members and employees of the ITA may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the ITA to any person, including relatives, friends and business and professional associates, other than to persons who have a legitimate need for such information and to whom the ITA has authorized disclosure.

ITA Executive Board members and employees shall use confidential information solely for the purpose of performing services as a ITA Executive Board member or employee for the ITA. This policy is not intended to prevent disclosure where disclosure is required by law. ITA Executive Board members and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information.

At the end of an ITA Executive Board member's term in office or upon the termination of an employee's employment, he or she shall return, at the request of the ITA, all documents, papers, and other materials, regardless of medium, that may contain or be derived from confidential information in his or her possession.