

**POLICY CONCERNING THE  
CONFIDENTIALITY OF PSCOA RECORDS**

**WHEREAS**, the PSCOA and its affiliated Local Unions, are chartered for the purpose, *inter alia*, of securing the betterment and enhancing the lives and livelihoods of Association members and their families; and

**WHEREAS**, in the course of performing its collective bargaining and representational responsibilities, the PSCOA, through its officers, authorized agents and employees, accumulates substantial records, information, documents, studies, opinions, analyses, and other information of a highly confidential and sensitive nature, the unauthorized disclosure of which could jeopardize the administration, purposes and objectives of the Association and cause irreparable harm to the interests of the PSCOA membership as a whole; and

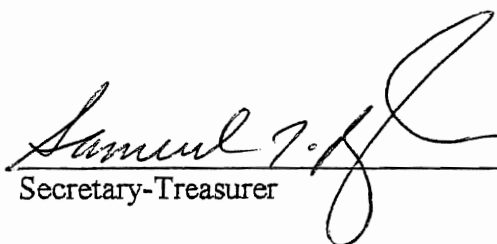
**WHEREAS**, in order to safeguard and secure the information and records of the Association and in an effort to prevent the harm that unauthorized disclosure of such information could cause, the Executive Board hereby adopts the following policy:

1. All salaried employees of the Association, whether members of the PSCOA or not, shall be required, as a condition of their employment, to execute a "Confidentiality Agreement" in the form attached to this policy.

2. No officer, agent or salaried employee of the Association shall, in any manner, directly or indirectly, disclose to any unauthorized person or, in any manner, make unauthorized copies of or provide to any unauthorized person, information, documents, studies, opinions, analyses, computer disks, records or any data or information in any form that constitutes a record or property of this Association. All such data, documents and information shall be considered to be highly confidential, sensitive and a proprietary record of the Association. If an officer, agent or salaried employee of the Association is found to have violated the provisions of this Policy,

he/she may be subject to a charge of having violated the Constitution of the PSCOA (if a member) and shall be subject to any and all appropriate penalties for such violation as may be set forth in the Constitution or policies of the Executive Board, in addition to any other rights and/or remedies that the Association may have under law.

UPON MOTION DULY MADE <sup>2-5-02</sup> by PINTO and seconded by BISBEE, the Executive Board, by a vote of 10 to 0 hereby approves the foregoing policy.

  
Secretary-Treasurer