**[LAND TRUST] CONFIDENTIALITY POLICY**

The trust of landowners, donors, and community members is essential to [LAND TRUST]’s success in protecting land. As an organization, we are frequently entrusted with confidential information relating to potential or future land transactions, donor intentions and financial status, personal and financial information, and other information, which, if publicly disclosed, could harm the interests of the land trust and/or its supporters and partners in conservation.

Therefore, [LAND TRUST] requires that members of its board and staff, volunteers, contractors, and other insiders keep information regarding potential and future land transactions, relationships and communications with donors and potential donors, and personal information relating to grantors and potential grantors of land or easements STRICTLY CONFIDENTIAL. Such information shall be regarded as private and privileged until such time as the president of [LAND TRUST] authorizes its partial or full release in reports, public announcements, press releases, or other communications to funders, the press, and/or the general public. After the authorized release of information, members of [LAND TRUST]’s board and staff, volunteers, contractors, and other insiders may discuss with others the information that has been publicly released, but may not disclose any private information that has not been released.

Because our ability to preserve confidentiality with landowners and donors is critical to our success, we ask all insiders to sign an acknowledgement that they have read and agree to abide by this confidentiality policy. Please read this policy carefully and certify with your signature that you agree to abide by it.

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I have read and agree to abide by [LAND TRUST]’s Confidentiality Policy

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