

JUDGES CONFIDENTIALITY AGREEMENT



CONFIDENTIALITY AGREEMENT



The privacy of our *Live Your Dream Awards* (“LYDA”) applicants is of critical importance to Soroptimist International of the Americas (“SIA”). As a judge, you will come into contact with confidential information while preparing and/or evaluating the LYDA applications. Such confidential information may include but is not limited to:

- ☐ Applicant name, and names and ages of family members
- ☐ Applicant address and other contact information
- ☐ Applicant personal details (including marital status, date of birth, personal history, family history, relationship history)
- ☐ Applicant financial information
- ☐ Applicant medical information
- ☐ Applicant educational information

This information is highly sensitive, and you are being provided with access to it for the sole purpose of evaluating the applicant’s eligibility for a LYDA. You must treat all information about every applicant as confidential information.

You are responsible for maintaining the confidentiality and security of this information at all times, using reasonable safeguards that are appropriate based upon the sensitivity of the information. This includes, but is not be limited to: (i) refraining from using the information for any purpose other than to evaluate the LYDA application or contact applicants; (ii) refraining from sharing or posting any of the information, or disclosing it to any other person or entity, whether verbally, electronically or in writing, unless strictly required to do so by applicable law or such other person or entity is also bound by a confidentiality agreement with regard to such information; (iii) refraining from printing the information, and from forwarding or saving it to a personal or third party device or account; (iv) refraining from any attempt to contact the LYDA applicant or obtain additional information on him/her (e.g., online searches); and (v) taking appropriate precautions against loss, theft, or access, use or unauthorized disclosure of the information. For example, without limitation, information that is accessed electronically should be protected by strong passwords that should not be shared with any other person, and if you have any information in hardcopy form, it should never be left unattended (unless in a locked cabinet or drawer) and should be cross-shredded when it is no longer needed.

If, when reading an application, you find that you may know the person, you should stop processing the application and contact lydawards@soroptimist.org immediately. You must also notify us immediately if you discover or suspect that there has been any loss or theft of confidential information, or any unauthorized access, use or disclosure of the information, so that we may take appropriate steps with your cooperation.

You may not access or retain any information about a LYDA applicant after your need for that information has come to an end. If you have any such information in your possession or control, you must return it without keeping any copy, excerpt or summary in any form, whether electronic or otherwise, when your role in assessing the application is complete (or earlier if requested by SIA).

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I have read the foregoing confidentiality agreement and I am familiar with its terms. I agree to abide by the confidentiality agreement and understand that any misuse or disclosure of any applicant's information will be treated as a breach of confidentiality.

By signing below, I agree to cooperate with SIA to investigate, remedy and comply with any legal obligations that might arise from any breach of an applicant's privacy.

By signing or typing my name below, I adhere to the above requirements.

Name

Date