



# Confidentiality and Records Compliance Agreement

For the 2016 Calendar Year

For PMI Southwest Missouri Chapter (PMI SWMO) Member and Non-Member Volunteers

I, \_\_\_\_\_, a PMI SWMO volunteer working on the PMI SWMO Volunteer group identified as “**PMI SWMO Board of Directors**” recognize that I may or will become aware of information that is the confidential property of PMI and/or PMI SWMO. For the purposes of this agreement, any information, material or data that the organization considers and treats as confidential, sensitive or proprietary, and is not in the public realm through due process of the organization, shall be defined as confidential, whether or not it is explicitly marked as such.

Information that is confidential, sensitive or proprietary may result from various activities and/or sources. This may include but is not limited to the examples listed in Section IV of the Confidentiality Policy.

I understand that, from the date of this agreement forward, I will abide by the PMI SWMO Confidentiality Policy and respect the confidential property of PMI and/or PMI SWMO and, within reasonable limits, personally protect that property from communication or other distribution to others and will not use such information for my own personal use or gain, or the advantage of any other organization or entity unless such material is available publicly or unless PMI or PMI SWMO has granted me permission to disseminate it to others.

In support of PMI’s and/or PMI SWMO’s Record Management Program, I agree that I will destroy any information, material or data covered under this agreement within the immediate 60-day period following the expiration of my participation in the above activity, except for documents that I have been advised by PMI and/or PMI SWMO to retain for a longer period or documents that due to their sensitive nature I have been asked to return to the Institute, which I will do within the time required.

Printed Name	Signature	Date
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Please read the PMI Confidentiality Policy at <http://www.pmi.org/About-Us/~media/PDF/Governance/LegalL2Confidentiality%20PolicyJan10.ashx> and this form, then complete, sign, scan and email this form to [members@pmiswmo.org](mailto:members@pmiswmo.org)