## Understanding our Confidentiality Policy

## WHAT IS CONFIDENTIAL INFORMATION?

Anything in EONetwork and/or related to EO's products and services

This includes: Documents, business plans, records, marketing channels, marketing strategies, sales strategies, samples, trade secrets, intellectual property, etc.

EO membership directory and information

## WHAT ARE MY RESPONSIBILITIES?

- Protect confidential information, including information on EO members
- Never release confidential information
  to a non-member, unless you are acting on EO's behalf
  and with a non-disclosure agreement (NDA)
- Contact EO's CEO
   if you are unsure what is confidential



## **Questions?**

Email <u>governance@eonetwork.org</u> or visit <u>eonetwork.org/governance</u> to see a full version of the confidentiality policy in EO's Policies and Procedures document.

