

Confidentiality Policy

Policy Name	WEF Confidentiality Policy
Policy Category	Legal
Policy Number	2006-002
Policy Origination and Review Dates	April, 2006; September, 2015; July, 2018; April, 2021; March, 2024
Requirements	Not required to comply with federal or state statutes
Review Cycle	5 years
Legal Review Required	Yes

A. General Policy Statement

Water Environment Federation (WEF) members, staff, contractors and non-member participants of WEF (collectively “WEF Participants”) may gain access to confidential information of WEF or third parties (collectively “Confidential Information”).

Definition of Confidential Information

Confidential Information is defined as all information that is not generally known to the public regarding any and all aspects of WEF, its members, or third parties. Confidential information includes both information specifically designated by WEF, WEF’s Executive Director and/or a majority of the WEF Board of Trustees as confidential and information not so designated, including information developed or learned by WEF Participants as a result of their service to, employment with, or affiliation with WEF. Confidential Information does not include information that enters the public domain through no fault of a WEF Participant or which was rightfully obtained from a third party without comparable restrictions on disclosure or use.

Disclosure of Confidential Information

Confidential Information obtained by WEF Participants should be discussed only as appropriately required in connection with WEF’s work. It is WEF’s policy that WEF Participants:

- May not disclose, nor permit to be disclosed, any Confidential Information, and may not appropriate or replicate any Confidential Information, digitally or otherwise, except to the limited extent required to perform the work assigned to them by WEF.
- Must make reasonable efforts to maintain confidentiality of Confidential Information and agree must not use any Confidential Information for their own benefit or that of a third party.

- Shall view and store any Confidential Information in compliance with WEF's Records Management Policy. Any additional requirements for WEF staff will be outlined in WEF's employment policies in keeping with this Policy.