

## 3.11 CONFIDENTIALITY

### 3.11.1 INTRODUCTION

Members of the Society shall not disclose or discuss with another person or entity, or use for their own purpose, confidential information concerning the business and affairs of the Committee received in their capacity as board directors, workers or as meeting participants unless otherwise authorized by the board.

### 3.11.2 EXPECTATIONS

PRAMP desires to be transparent and generally supports Directors of the Board, workers, Committee and Working Group members sharing PRAMP decisions, actions, communication plans and materials. However, to allow Directors and Committee members the opportunity to explore the perspectives of their organizations or within their sectors as needed, some internal communications materials will be deemed confidential and should not be shared with external sources.

Examples include the following:

- Briefing notices and related key messages developed in anticipation of an issue arising
- Technical working group minutes and action lists
- Any document marked confidential or draft (e.g. meeting minutes), unless being shared within the Board for purposes of Board approval.

PRAMP workers, Directors and meeting participants may also learn or gain access to information which is confidential and proprietary to another organization or company. Such information must be maintained in strict confidence and only disclosed when authorized by the organization or company, or legally mandated.

PRAMP workers and Directors will comply with expectations for confidentiality noted in agreements between PRAMP and other organizations.

