

Confidentiality and Responsible Information Use Agreement

For Members of the Board of Directors, Corporate Officers, Employees, Corporate and Kingdom Investigators, Kingdom Seneschals, Kingdom Exchequers, and Crowns

Purpose

This agreement sets forth the responsibilities I accept as a member of the Society for Creative Anachronism's leadership. By signing this document, I affirm my understanding of the importance of maintaining confidentiality, particularly regarding private information, internal deliberations, and grievance-related matters.

I further acknowledge that I have been entrusted with sensitive, internal, or confidential information within the Society for Creative Anachronism (SCA). I recognize that trust, discretion, and integrity are essential to the effective functioning of the SCA and to the privacy and safety of its members.

My Commitments

As part of my duties as an officer of the SCA, I agree to the following:

1. Duty of Confidentiality

I will keep in strict confidence all non-public information I encounter through my position, including but not limited to:

- Personal identifying information of SCA members (e.g., names, addresses, contact details, membership status)
- Internal discussions and deliberations of the Board of Directors and officers
- Reports or proceedings related to grievance matters or disciplinary actions
- Financial and legal information not made public
- Complaints or statements from parties involved in a sanction, except as may be necessary to perform the duties of my role
- Draft documents, proposals, or policies not yet approved for release
- Legal, financial, or contractual information not publicly released
- Passwords, internal access credentials, or proprietary tools/systems

This duty continues even after my term ends.

2. Sanctions and Disciplinary Matters

If I am involved in a sanction, complaint, or disciplinary process, I will:

- Protect the dignity of all individuals involved.
- Protect the identities of all individuals involved, except as necessary to execute the duties of my role.
- Discuss the matter only with those who have a defined, authorized role in the process
- Avoid sharing opinions, facts, or speculation in public or informal settings
- Secure all grievance-related materials and communications appropriately

The goal is to ensure fairness, reduce harm, and protect both complainants and respondents from unnecessary exposure or retaliation.

3. Acceptable Use of Confidential Information

I will only use confidential information:

- In adherence to applicable laws
- To support the mission and values of the SCA
- Ensure compliance with organizational rules
- To carry out the responsibilities of my role

I will never use confidential information for personal benefit, to retaliate, or to damage others.

4. Disclosure to Third Parties

Confidential Information, including grievance details, may not be shared with individuals outside the SCA, or with SCA members lacking a defined role in the matter, unless:

- Required by law
- Explicitly authorized by the Board
- Necessary to protect safety or comply with SCA policies on misconduct

5. Handling of Sensitive Materials

I will safeguard all documents or files containing confidential information, whether digital or physical. This includes:

- Using secure passwords and devices

- Locking or storing physical records securely
- Not forwarding or duplicating sensitive information without a legitimate need and proper authorization

6. Communication Practices

I will:

- Use private, secure channels when discussing confidential matters
- Discuss confidential matters only with individuals who have a formal, authorized role
- Refrain from discussing sensitive topics in public or social media spaces
- Refrain from casual conversation or gossip about internal matters
- Through channels that maintain appropriate recordkeeping and security

7. Duty to Report

If I become aware of a potential breach of confidentiality — whether intentional or accidental — I will report it promptly to the appropriate supervising officer.

8. Transition of Role

When I leave my position, I will:

- Return any confidential materials in my possession unless instructed otherwise
- Refrain from using or disclosing any confidential information gained during my term

9. Consequences for Breach

I acknowledge that failure to adhere to this policy may result in:

- Removal from office or official role
- Restriction of access to confidential or sensitive functions
- Disciplinary action as outlined in SCA rules, up to and including removal of membership and denial of participation
- Referral to legal counsel in cases of serious misconduct or legal risk

Acknowledgment and Agreement

By signing below, I affirm that:

- I have read and understood this agreement

- I accept and agree to uphold its terms
- I understand that a failure to follow this agreement may result in removal from office or other disciplinary action, as permitted by SCA policies and procedures

Name (print): _____

Position/Title: _____

Kingdom/Region (if applicable): _____

Signature: _____

Date: _____