

*Non-Disclosure Agreement Policy*

**Policy:**

The purpose of this policy is to establish the usage of the Non-Disclosure Agreement (NDA) for Forum activities and documents.

**Scope:**

This policy documents when the Non-Disclosure Agreement is required and who must sign the Non-Disclosure Agreement.

**Processes:**

All parties who participate in any meeting declared to be a "CIO only" meeting by the CIO Forum Board must sign the NDA before participation in the meeting.

All parties who are given access to any documents, files, e-mails or other forms of communication or information storage which are designated as Confidential by the CIO Forum Board or any of its paid membership or as designated by agreement with a vendor must have signed an NDA.

Each member CIO and each senior executive representing a vendor member is required to sign the NDA for their organization. Once signed, the NDA is immediately in effect and applies to all parties from the same organization that participate in any confidential sessions or have access to the Forum's confidential material.

NDAs are signed by all Forum members at the beginning for their membership and renewed at the beginning of each Forum year.

**Practices:**

At times, an NDA may be required for a non-member party engaged in a meeting, presentation or other activity with all or part of the Forum membership. If the NDA is limited to that particular activity or series of activities it will be agreed to and documented that the NDA is limited in time and restricted to designated activities.

All Forum NDAs will be kept in the Forum files at Towson University.

NDA status of each participant will be checked at the beginning of each closed meeting. For anyone at the meeting who has not already signed an NDA, they must either sign the NDA before the meeting starts or leave the meeting.

## **Mid-Atlantic CIO Forum**

At times, a company may not accept the Forum NDA but offer an alternative. The Board with advice of legal counsel from Towson University will consider such alternatives. The Board may approve such alternative(s) to the Forum NDA. If approved, the trust is considered implicit and Forum members do not need to be advised of the alternative agreement accepted.

Note: This policy has been defined and approved by the Advisory Board of the Mid-Atlantic CIO Forum. The Advisory Board has the right to change this policy at any time without prior notice.