

Confidentiality Policy

Update on Jan 21, 2022
Effective on Jan 21, 2022

Respecting the privacy of our clients, donors, members, staff, volunteers and of the Quantum Photonics Club Corp. itself is a basic value of Quantum Photonics Club Corp.. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Board. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of Quantum Photonics Club Corp. may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Quantum Photonics Club Corp., that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Quantum Photonics Club Corp. (“QP”) Acknowledgment of Confidentiality Policy

I have read Quantum Photonics Club Corp.’s policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor or the Board immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with Quantum Photonics Club Corp..

Date: _____ Signature: _____

Name (printed):
