



**Iowa Great Lakes Board of REALTORS®  
Non-Disclosure (Confidentiality)  
Agreement Policy**

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## **1 Purpose**

**The purpose of the following policy is to establish and explain the rules by which Iowa Great Lakes Board of REALTORS® will protect all confidential, private, and/or proprietary information.**

Employees may, from time to time, have access to confidential information belonging to the Association or third parties. This information is confidential until it comes into the public domain by some lawful manner.

## **2 General Guidelines**

**It is a violation of Association policy to inappropriately disclose or use any proprietary or confidential information belonging to the Association or third parties.**

This obligation of non-disclosure applies during and after one's employment by the Association. If you have any doubt about whether specific information is confidential, you should contact your supervisor.

Employees who disregard this policy and release any confidential or proprietary information without prior authorization will be subject to disciplinary action.