



**PROJECT MANAGEMENT INSTITUTE,
CHICAGOLAND CHAPTER, INC.
CORE PM MENTORING PROGRAM
CONFIDENTIALITY POLICY and AGREEMENT**

To protect the privacy of the individuals participating in the PMI Chicagoland Mentoring Program and its Extensions ("Core PM Mentoring Program"), the PMI Chicagoland Chapter Board of Directors and Executive Officers ("PMI Chicagoland Leadership") has formulated the following Confidentiality Policy and Agreement for its Core PM Mentoring Program. All persons who have or may have access to PMI Chicagoland Mentoring information (see "Confidential Mentoring Information" defined below) or who have or may have interaction with a Core PM Mentoring Program Participant, shall affirm, in writing, this policy, thereby agreeing to it.

- A. Any person who has or may have access to the Confidential Mentoring Information shall be subject to the conditions of this confidentiality policy and agreement. Confidential Mentoring Information includes all information provided by a Core PM Mentoring Program Participant, whether provided verbally or in written form, including, but not limited to, applications, resumes, mentoring reports made by both Mentors and Participants, development plans, surveys, feedback, personal information (including names), employer and employment information, and all other information received during the Mentoring process.
- B. By signing this agreement, the undersigned party acknowledges, understands and accepts the conditions of this confidentiality policy and agreement.
- C. This policy covers any and all access to or contact with written and oral information relating to a current, former, prospective or future Core PM Mentoring Program Participant or Core PM Mentoring Volunteer of the Chicagoland Chapter. However, PMI Chicagoland Leadership is cognizant that Core PM Mentoring Program Participants and Volunteers often form personal or business relationships and, therefore, this policy is not intended to include information which was received by the undersigned directly from a Core PM Mentoring Program Participant. This policy shall also not cover otherwise Confidential Mentoring Information that
 - a. is or becomes generally available to the public, other than as a result of a disclosure by the undersigned or any of the undersigned's Representatives in violation of this Policy and Agreement; or
 - b. is either
 - i. known to the undersigned prior to undersigned's association with the Core PM Mentoring Program or independently discovered by the undersigned, or
 - ii. becomes available to the undersigned on a non-confidential basis from a source other than the Core PM Mentoring Program or any other PMI Chicagoland source; provided that the source was not prohibited by any legal, contractual, or fiduciary obligation to the Core PM Mentoring Program or any third party from disclosing the Confidential Mentoring Information.
- D. All Confidential Mentoring Information shall be kept strictly confidential.
- E. Confidential Mentoring Information shall not be used, sold, marketed, or disclosed for any purpose other than official PMI or Chicagoland Chapter purposes or purposes authorized in writing by the Mentoring Director or PMI Chicagoland Leadership. Use of Confidential Mentoring Information for any other purpose is prohibited.
- F. No copies (electronic or paper) shall be made of Confidential Mentoring Information except as authorized by the Mentoring Director or PMI Chicagoland Leadership. All copies (electronic or paper) shall remain the property of PMI Chicagoland and shall be promptly returned to the Mentoring Director or PMI Chicagoland Leadership once the possessor is no longer in a position to require access to Confidential Mentoring Information or upon request of the Mentoring Director or PMI Chicagoland Leadership.
- G. These obligations shall continue following the termination of access and shall not end.
- H. The undersigned acknowledges that a failure to follow this policy and agreement could cause damage to PMI's and the Chicagoland Chapter's reputations or the reputation of a Mentoring Program Participant. Since it is not possible to correct the harm to a reputation by suing for money damages, all persons with access to Confidential Mentoring Information shall agree that PMI and/or the Chicagoland Chapter and/or a Mentoring Program Participant have the right to obtain a court order requiring the undersigned to follow the policy and agreement. PMI's and/or the Chicagoland Chapter's and/or the Mentoring Program Participant's right to prevent disclosure through an injunction is in addition to all other rights and remedies that are available to it and does not exclude possible other legal or equitable action.

I have read the foregoing policy and hereby agree to protect the privacy of the Mentoring Program Participants and the reputations of PMI, its Chicagoland Chapter and the Mentoring Program Participants and agree to the provisions of this policy.

Director's Notice: By submitting your PMI Chicagoland Chapter Mentoring Agreement Application, you are agreeing to abide by the terms of this CORE PM MENTORING PROGRAM CONFIDENTIALITY POLICY and AGREEMENT.