



BOARD OF TRUSTEES POLICIES

<b>Subject: Confidential Information Policy</b>			<b>Policy No.: 107</b>
<b>Original Issue: 9/16/1994</b>	<b>Last Revised: 09/27/2011</b>	<b>Last Reviewed: 02/15/2017</b>	<b>Page: 1 of 1</b>

**PURPOSE**

The purpose of this policy is to establish policy regarding information of a confidential nature.

**ACCOUNTABILITY**



The Jemez Mountains Electric Cooperative, Inc. (JMEC) Board of Trustees (BOT) is accountable for ensuring implementation of and adherence to this policy.

**SCOPE**

All information and actions coming before the BOT in general and executive session will be regarded as confidential.

**POLICY**

1. All matters coming before the BOT shall be treated as confidential by Trustees and/or employees until such time as a final determination has been reached by the Board;
2. Information about consumer accounts, trustee, and employee records must be kept in complete confidence;
3. Information relative to consumers, trustees, or employees may not be given to anyone except authorized Cooperative employees or as authorized in writing by the respective consumers, trustees, or employees;
4. Information to third parties may only be provided upon written instruction to the General Manager.

	Chairman of the Board	Date: <u>3/28/17</u>
	Policy Committee Chair	Date: <u>3/28/17</u>