**MFA Confidentiality Policy**

Confidentiality is a basic element of the operation of MFA. To protect the confidentiality of members, employees and the organization, no information concerning Board Members, donors, members, employees or the business of MFA is to be discussed with anyone except when necessary for daily business.

MFA collects personally identifiable information (PII) including addresses, phone numbers, credit card information, email addresses and birth date. Such information shall be kept strictly confidential, unless designated by the member for use on the member website or to promote the member’s art. Members are able to add, opt out or edit their account information.

 Only those authorized personnel directly responsible for services to the member shall discuss or have access to this information. Care shall be exercised to be certain that unauthorized individuals do not overhear discussion of confidential information.

Employees and directors of MFA understand and agree that during their employment and/or service they may obtain information and documents which is confidential and/or privileged and proprietary in nature and which must be kept confidential both during and after their term of employment or service. As such, all employees and directors are required to return any such documents containing privileged or confidential information at the time of the termination of employment or expiration of service.

Any such employee or director that divulges confidential or privileged information, whether during or after his term of employment or service, is subject to appropriate discipline, including dismissal, or other legal sanctions. Employees and directors recognize that MFA has a proprietary interest in any such information and/or documents and would be irreparably damaged as a result of any disclosure or dissemination thereof.

Breaches of confidential information are subject to disciplinary action up to and including immediate termination and/or removal.