

EDUCATION ASSOCIATION OF CHARLES COUNTY (EACC)

BUILDING REPRESENTATIVE

CONFIDENTIALITY AGREEMENT

Updated September 2, 2026

FOR GOOD CONSIDERATION, and in consideration of being elected by the members of _____ as the EACC Building Representative, I hereby agree and acknowledge:

1. That as part of my duties as a Building Representative for the Association, I have been granted access to certain confidential information of bargaining unit members; said confidential information consists of, but is not necessarily limited to:

(a) Business information: Membership lists and records, including personal email addresses and personnel information, generally.

2. I understand that I may only use personal emails to distribute minutes from meetings or other correspondence as directed by the EACC Board of Directors or the by the EACC President.

3. I agree that I shall not during, or at any time after the termination of my elected term as EACC Building Representative, use for myself or others, or disclose or divulge to others including fellow employees designated as part of the collective bargaining unit any confidential information or any other proprietary data in violation of this Agreement.

4. It is expressly understood and agreed that any work product or database remains the exclusive property of EACC and shall be used solely in pursuit of responsibilities associated with my elected position as secretary.

5. That upon conclusion of my term of office:

(a) I shall return to the Association all confidential information, including but not necessarily limited to: reports, personnel files, financial records, manuals, correspondence, member lists, computer programs, and all other materials and all copies thereof relating in any way to the Association's business, or in any way obtained by me or created by me during the course of my assignment. I further agree that I shall not retain copies, notes or abstracts of the foregoing.

(b) This agreement shall be binding upon me and shall inure to the benefit of the Association, its successors and assigns.

Building Representative's Signature

Worksite Location and Date

Printed Name

President's Signature

Date

Printed Name

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