

## CONFIDENTIALITY/PRIVACY POLICY

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The Cereal City Concert Band (CCCB) is a private Michigan Non-Profit Corporation with 501(c)(3) designation by the United States Internal Revenue Service. It is the policy of this Board to maintain deliberations of the Board of Directors of the CCCB to remain confidential and disclosed only to Board Members. The Board is committed to protecting the privacy of our website visitors, contributors, and donors, as well as the confidentiality of personal information of the Band's membership. This policy includes the prohibition of renting, selling, or exchanging any personal information of band members with any third party, without the express written consent of such member of the band.

Any individually identifiable information about a band member, which that member chooses to share with the Board directly, will be stored on a password-protected server and every precautionary measure available will be used to ensure all data is protected from fire, security threats, or other vulnerabilities.

As a private Michigan Non-Profit Corporation, the Michigan Open Meetings Act, Act 2767 of the Public Acts of 1967, as amended, has no application to CCCB.

Comments or questions regarding the Board of Directors/CCCB Privacy Policy should be directed to:

Email: [cccb@cerealcityconcertband.org](mailto:cccb@cerealcityconcertband.org)

Phone: 269-962-2153

Mail: Cereal City Concert Band, 80 Sherman Rd, Battle Creek, MI 49017

## CONFLICT OF INTEREST POLICY

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A. Members of the board shall not personally benefit as a result of their board involvement except for reasonable compensation of services rendered. The purpose of this provision is to prevent Board members from acting primarily on the basis of financial self-interest and to prevent the Cereal City Concert Band (CCCB) from operating in a manner that favors board members to the detriment of others.

B. In the event that the board considers an issue that involves the financial relationship between the organization and a member of the board, the Board member will disclose to the Board the financial relationship that the particular Board member has, with respect to the issue. The Board Member shall refrain from voting on the matter.

C. Board members who serve as an employee or volunteer in a decision making capacity on behalf of another organization which the CCCB is working with or transacting business with, shall inform the Board President and the Executive Director as to their involvement in the said organization.

D. This Policy as enumerated herein applies to a board member's immediate family as well as themselves.

E. Board members shall not engage in any outside activity or employment which involves the direct or indirect use of information obtained as a board member which shall provide financial gain to him or herself or a member of his or her immediate family without the express consent of the executive director. The Executive Director shall not similarly act without the express consent of the President.

