

***Confidentiality and Non-Public Personal Information Policy for Tri-Cities
Credit Union***

Members of the board of directors, committees and employees of the credit union must maintain the confidence of all confidential employee information/records. No employee, officer, director or committee member shall disclose to anyone not entitled thereto, confidential employee information, including, but not limited to, employee wages and salaries, all personnel records, employee hiring, recruiting, training and promotion records, employee benefits records and employee account information.

All employees, officers, directors and committee members must hold in confidence all information regarding credit union members and prospective members. This includes all account information, and all information respecting their personal affairs, except where otherwise required by state or federal law.

All transactions and business of the credit union will also be held in confidence, based on the nature of the transaction.

Directors, committee members, and employees must also hold in confidence what transpires during a board meeting, staff meeting, general credit union business information, issues between staff and management and personal affairs of the staff, directors and committee members.

Unless otherwise stated, the CEO and Board Chairperson are the only individuals of the credit union who are authorized to speak on behalf of the credit union.

Tri-Cities Credit Union acquires the non-public personal information (i.e. social security numbers, drivers licenses, birth date, mother's maiden name, etc.) of its employees and other individuals, including members, in connection with its work. The Credit Union is committed to securing and protecting the privacy of this non-public personal information. In order to protect this information to the extent practicable, access to documents that contain non-public personal information is limited to authorized individuals on a need-to-know basis, such as the Credit Union's payroll processor.

Documents containing non-public personal information must be disposed of by taking reasonable measures to protect against unauthorized access to or use of the information in connection with its disposal.

Any employee that accesses non-public personal information or discloses credit union information in violation of this policy or for illegal purposes shall be subject to disciplinary action, up to and including discharge. If illegal intent is suspected, the individual will be referred to the appropriate authorities for possible criminal prosecution.

Breaching of this Confidentiality and Non-Public Personal Information Policy could result in disciplinary action, up to and including dismissal or a request to resign your position.

Confidentiality and Social Security Number Policy

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Questions regarding confidentiality and/or non-public personal information, privacy, and security should be directed to the CEO or Chairperson of the Board, as appropriate. Moreover, all inquiries by third parties regarding current or former employees and/or current or former members should be directed to the CEO or Chairperson of the Board, as appropriate.

This policy should not be construed to forestall disclosure of confidential information with outside parties who have a "need to know" and who have the right to such information (such as NCUA Examiners, law enforcement and/or the credit union's accountants, auditors and attorneys). You are required as a condition of holding office to cooperate with such individuals.

This policy also does not prohibit employees from sharing confidential information about themselves with anyone else, or from sharing information which they did not obtain in confidence that is not directly related to the credit union, its staff, Board of Directors, or members.

The undersigned acknowledges reading this Confidentiality and Non-Public Personal Information Policy and agrees to comply with this policy and has received a copy of this policy.

Name _____ Date _____