

**BRANSON/LAKES AREA TOURISM  
COMMUNITY ENHANCEMENT DISTRICT  
(TCED or Tourism District)**

**CONFIDENTIALITY AGREEMENT**

*Adopted for the Tourism District by the Board of Directors on May 27, 2010*

The Branson/Lakes Area Tourism Community Enhancement District acknowledges the extreme importance of confidentiality with respect to certain nonpublic affairs of this Tourism District. Therefore, every employee and each member of the Board of Directors and its Committees, by signing this document, agrees to keep confidential, both during and after service, all nonpublic information pertaining to the TCED and any related activities of said Board or Committees. This confidentiality commitment includes:

- Personal and financial information about employees, TCED constituents or vendors. This data is to be collected, used and retained only when necessary for the TCED's business, and only from reputable and reliable sources. The physical security of this information should be protected and it should be retained only for as long as is necessary or required by law.
- Information regarding the TCED's strategic plans, programs and processes of meeting its goals, including evaluation and discussion of potential outside vendors.
- Issues relating to the Board's and Committees' legal, ethical and regulatory responsibilities for the oversight of TCED operations, including personnel and statistical data.
- Financial information, including annual budgets, revenues, expenses, capital expenditure plans, equipment purchases and all information regarding the TCED's financial condition and results of operations not in the public domain.
- It is particularly important that employees, Board and Committee members recognize and respect the sensitivity of information with respect to contract negotiations, capital decision making and other legal and strategic plans impacting the Tourism District.
- All matters discussed during any closed session of the Board or Committees.

It is the responsibility of the Chairman of the Board of Directors to address infractions of confidentiality by individual employees, Board or Committee members and to take remedial action. If such infractions continue thereafter, the Chairman of the Board of Directors will ask for the resignation of the individual who has violated this confidentiality agreement, and the violator will provide same in a timely manner.

Acknowledged and agreed to by \_\_\_\_\_  
*Print first and last name above*

Who is serving the TCED in the following manner: \_\_\_\_\_  
*Note Board, Committee or employment status*

X \_\_\_\_\_  
*TCED Volunteer or Employee Signature* \_\_\_\_\_  
*Date*