

CONFIDENTIAL INFORMATION POLICY

American Mensa is an open society and shall operate to maximize transparency to the fullest extent possible, consistent with legal requirement and our duty to protect the society.

Transparency policy

The following principles shall be followed, subject to the restriction listed in the next section.

1. Reports and documents of all American Mensa committees shall be public information.
2. All American Mensa committee meetings shall be open to all members.
3. Reports filed by AMC members, committees, AML staff, contractors, or other agents shall be available to all members.
4. All American Mensa communications, whether electronic, written, or otherwise, shall be public information.
5. Any American Mensa member may submit a Open Information Request to the Executive Director, or their designate, with a description of the information requested. Excessive or overly broad requests may be denied.

Confidential Information

The following materials shall be kept confidential and only distributed as necessary to conduct the business of American Mensa.

1. Information designated as attorney-client communications.
2. Information required by law to be kept confidential.
3. Information regarding existing or potential legal action, including, without limitation, filing or settlement of any lawsuits.
4. Information subject to a non-disclosure agreement.
5. Details of contracts whether signed or not, excepting the identity of the parties, the cost (or anticipated cost), and duration of such contracts.
6. Information related to a whistleblower complaint.
7. Documents or communications which are explicitly identified by their author as confidential.
8. Information, including deliberations, regarding the contract negotiation, hiring, dismissal, or performance evaluation of any member of the American Mensa Ltd staff, including the Executive Director.
9. Deliberations concerning the appointment or election of any American Mensa member to any appointed or elective office.
10. Information restricted by the *Information and Privacy Policy* (Appendix 15).
11. Names, images, or other identifying information of persons under the age of 18, except where such disclosure has been explicitly permitted. Identifying information shall be redacted.
12. Names and identifying information of persons who have submitted a good faith representation to the AMC ExComm that such disclosure would subject them to retaliation, harassment, or other personal harm. The representation, if approved by the AMC ExComm, shall be distributed to the AMC, but otherwise shall be confidential. The existence of such a representation is not confidential. Identifying information shall be redacted.

13. Deliberations of any hearing committee or the deliberations of the AMC regarding any hearing.
14. Information which would reasonably be expected to cause harm to American Mensa if divulged. The Executive Director, or their designate, shall make a written representation to the AMC ExComm describing the necessity of such confidentiality. This representation, if approved by the ExComm, shall be confidential.

Request for Confidentiality

There may be circumstances not listed in the previous section where it is prudent to keep information confidential. AMC members or the Executive Director, or their delegate, may submit a Request for Confidentiality the necessity of such confidentiality. If approved by the ExComm, such request shall be confidential, but shall be distributed to the AMC.

Acts Inimical

A violation of this *Confidential Information Policy* may be considered an Act Inimical to Mensa.

Conflicts with other ASIEs

This Confidentiality Policy supersedes any other specification of confidentiality.