



MUSCULOSKELETAL TUMOR SOCIETY

MSTS CONFIDENTIALITY POLICY

It is the policy of the Musculoskeletal Tumor Society (MSTS) that its Executive Committee members and management team may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the MSTS to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom MSTS has authorized disclosure. Executive Committee members and the MSTS management team shall use confidential information solely for the purpose of performing services as an Executive Committee member or management team for MSTS. This policy is not intended to prevent disclosure where disclosure is required by law.

Executive Committee members and the management team must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, Executive Committee members and the management team should be sensitive to the risk of inadvertent disclosure and should refrain, for example, from leaving confidential information on desks or otherwise in plain view and refrain from the use of speakerphones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of an Executive Committee member's term in office or upon the termination of a management team member, he or she shall return, at the request of MSTS, all documents, papers, and other materials, regardless of medium, that may contain or be derived from confidential information in his or her possession.