



## Policy on Confidentiality

### BACKGROUND

The American Board of Emergency Medicine (ABEM) uses volunteers to assist in creating and administering examinations for ABEM and other ABMS Boards. These materials must be kept secure in order to maintain the credibility and high standards of such examinations. Similarly, vendors employed by ABEM can handle confidential personal and examination information about ABEM candidates, certified physicians, residents, and others. ABEM's privacy policy guarantees that ABEM will keep this information confidential. This policy outlines the requirements of volunteers and vendors to keep this information confidential now and in the future.

### POLICY

All ABEM volunteers and applicable vendors understand and agree that their activities with ABEM may expose them to confidential information regarding ABEM, its activities, and its candidates and certified physicians ("confidential information"), including, but not limited to examinations, examination items, item bank content, item writing workshops and reviews, oral examination cases, assessment standard-setting information, and other confidential assessment and certification information. In order to protect confidential information, volunteers and vendors must attest that they will not make copies of, discuss, disclose, otherwise disseminate, or assist or permit others in dissemination of any confidential information. Volunteers and vendors must also attest not to use the confidential information for any purpose whatsoever except directly in connection with their activities with ABEM. Volunteers and vendors must agree that a promise of confidentiality will be in effect during the tenure of their activities with ABEM and at all times thereafter.

### PROCEDURES

All volunteers and vendors will acknowledge this policy by signing a copy of this policy and the associated confidentiality form and returning it to ABEM.

### EXCEPTION

None