

Confidentiality

The Grant Professional Certification Institute (GPCI) is committed to protecting confidential and/or proprietary information.

Definition of Confidential and Proprietary Materials

Confidential and proprietary information includes information provided by applicants and certificants and information about the examination development, maintenance and administration process.

Application/Recertification Information

Personal information submitted by applicants/certificants with an application for initial certification or recertification are considered confidential.

Application Status

An individual's application status is considered confidential. GPCI does not disclose information regarding whether or not an individual has applied for certification or has taken the examination.

Examination Results

Individual examination results are considered confidential. Under no circumstances will individual examination scores be reported to anyone.

Name of applicants who do not pass the examination are confidential and are not revealed under any circumstance except as required by the legal compulsory process.

Credential Verification

Information on the status of an individual's certification is considered public information. Current information on an individual's certification status is published via an online registry of certificants and provided to the public via GPCI's website for public verification. Written verification requests may require specific information from the individual or requesting body to ensure correct identification of the individual in question. Employers also may receive written verification provided that GPCI has received a signed release from the certificant.

Research and Examination Analysis

Aggregate scores without personally identifiable markers may be used by the GPCI Board of Directors and/or the Examination Committee to set the passing point for the examination and to analyze performance of specific test items. GPCI reserves the right to use a combination of de-identified data including, but not limited to: examination results to evaluate performance and testing and administration strategies for research and evaluation purposes. GPCI also may disseminate approved surveys and questionnaire type requests to its constituents to complete of their own will.



Access to Confidential Information

GPCI will not disclose any confidential applicant/certificant information except when authorized by the individual or as required by law. The confidentiality policy applies to all GPCI employees, Board of Directors, committee members, consultants, sub-contractors and other individuals who are permitted access to confidential information.

Confidentiality Agreements

Any individual who will have access to confidential and/or proprietary information must sign the GPCI Nondisclosure Aggrement, before having access to any confidential and/or proprietary information.

Policy Number: 8.00001
Approved: 10/01/2007, 08/02/2018



Nondisclosure Agreement

This Nondisclosure Agreement (the "Agreement") is entered into by and between the Grant Professionals Certification Institute (GPCI) and _____, located at _____ for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain confidential information ("Confidential Information").

1. Definition of Confidential Information. For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could cause negative outcomes to the GPCI in the event it is disclosed. If Confidential Information is in written form, the Disclosing Party shall label or stamp the materials with the word "Confidential" or some similar warning. If Confidential Information is transmitted orally, the Disclosing Party shall indicate that the oral communication constituted Confidential Information.

2. Exclusions from Confidential Information. The Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.

3. Obligations of Receiving Party. The Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall not, without prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. Receiving Party shall return to Disclosing Party any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.

4. Time Periods. The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies or until Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement, whichever occurs first.

I agree to uphold this agreement as I serve GPCI in the following capacity:

Signature

Date (Effective Date)

Printed Name

Serving GPCI in this Capacity

Policy Number: 8.00001
Approved: 10/01/2007, 08/02/2018