

Michigan SBDC Confidentiality and Nondisclosure Agreement

Consultants, students, volunteers, and other like individuals (“Employee” or “Employees”) receive confidential information from SBDC clients and are expected to maintain confidentiality as part of their work with the Michigan Small Business Development Center (“the Michigan SBDC”). The following Confidentiality and Nondisclosure Agreement has been established to guide and direct the performance of Recipients in carrying out their confidentiality obligations with the Michigan SBDC.

1. Employee agrees not to disclose, either in whole or in part, any Confidential Information to any person for any purpose whatsoever unless required by law. If such disclosure is required by law, employee will notify the Michigan SBDC leadership immediately upon receipt of such order and will reasonably cooperate with the Michigan SBDC in the event that the Michigan SBDC seeks any legal protective order with respect to such information. The client will also be notified if any information is required by law is to be released.
2. Employee will not disclose the name, address, or telephone number of any individual or small business concern receiving Michigan SBDC assistance to any organization without the written consent of such individual or small business concern. As stated in Section 21(a) of the Small Business Act (15 U.S.C. 648(a)).
3. Employee understands that Confidential Information is any information about the company disclosed by the client during the course of SBDC assistance that is not generally available to the public. Publicly available information is not considered confidential. See addendum for additional clarification.
4. Employee understands that disclosing Confidential Information among members of the Michigan SBDC, including other Employees, is permitted under this Agreement under a “need to know” basis. Employee agrees to contact the Michigan SBDC leadership regarding any concerns about maintaining confidentiality under this Agreement.

Open Access to Service/Non-Discrimination

A Michigan SBDC employee recognizes the importance of economic inclusion, and that individuals representing small businesses should have access to SBDC services whether in a rural community, economically distressed community, suburban community or urban community. It is a fundamental objective of the Michigan SBDC to assure that its services and resources are fully available throughout the state and that all population sectors have an equal opportunity to benefit from these services. To that end, the Michigan SBDC and those associated with the organization will not discriminate against any person on the basis of race, color, religion, sex, age or national origin or because of physical or mental handicap.