



**Association of Child Life Professionals
Child Life Certification Commission
Administrative Policy and Procedure**

SUBJECT: 5.0 Intellectual Property

**LEAD AUTHOR(s): CLCC
CONTRIBUTERS:**

The Society for Human Resources Management’s intellectual property policy sample was employed in the development of the following policy.

RATIONALE

This policy summarizes CLCC’s volunteers’ responsibilities as they relate to confidentiality and inventions. The objective of the policy is to further the interests of ACLP and to permit ACLP to comply with its obligations, including obligations to its licensors and actual and prospective customers and others with whom ACLP may have similar obligations regarding confidentiality and inventions.

POLICY

By accepting a volunteer appointment, all CLCC volunteers agree that CLCC will own any and all exam materials (including, but not limited to, exam items and forms) that, in its opinion, are developed in the course of the volunteer’s committee work or with CLCC assets, that relate to the Child Life Professional Certification Examination, and that the volunteer will assist CLCC in perfecting and protecting ownership of these materials.

Protection of Confidential Company Information

During the course of their CLCC volunteer work, individuals may have access to CLCC’s confidential, secret and proprietary information. Volunteers must maintain such information in confidence and use such information only in the interest of CLCC.

New/Approved: 06/2018

Revised: 8/2021

Title/Manual

CLCC POLICY MANUAL/ADMINISTRATIVE POLICIES/ 5.0 INTELLECTUAL PROPERTY

The volunteer may use or disclose information learned or acquired through his or her association with CLCC only for the performance of his or her volunteer role or as otherwise permitted by law. Particular care must be taken to keep confidential any information that is:

- Of possible value to competitors.
- Potentially damaging to CLCC.
- Information received under an express or implied secrecy obligation.
- Information received from third parties outside CLCC.

Confidential information is only for CLCC's use and is not intended for distribution outside of CLCC. Distribution of such information requires both a need to know and a right to know any information requested.

Information acquired by a volunteer in the course of his or her association with CLCC must not be used for the volunteer's individual benefit. Access to CLCC's confidential information does not carry with it personal benefit or advantage to CLCC volunteers but imposes an obligation on every volunteer to keep such information confidential and to use it solely in the interest of CLCC.

When in doubt, the volunteer should treat information acquired in the course of CLCC volunteer work in the strictest confidence and consult CLCC leadership and ACLP certification staff for clarification.

New/Approved: 06/2018

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