



Confidentiality Oath and Acknowledgment

Town of Irvington, Virginia

For the Budget and Finance Committee, Mayor, staff or approved third-party consultants.

I, _____, having been duly appointed or elected either:

- 1) a member of the Budget and Finance Committee;
- 2) Mayor, and thereby an ex-officio member of town committees;
- 3) staff or a third-party consultant for the Town of Irvington, Virginia, and therefore may have access to confidential tax information;

do hereby acknowledge and agree to the following:

1. Confidential Tax Information

I acknowledge that, in the course of my duties, I may have access to confidential information relating to taxes received from residents and businesses of the Town, including but not limited to individual taxpayer records, filings, and payments. Such information is confidential and protected under the laws of the Commonwealth of Virginia.

2. Non-Disclosure

I agree that I shall not disclose, discuss, or otherwise make available any confidential taxpayer information to any unauthorized person, entity, or the general public. This obligation applies during my service and continues after my service has ended.

3. Limited Use

I agree to use such confidential information solely for the purpose of performing my official duties as a member of staff or the Budget and Finance Committee and for no personal, political, or financial benefit.

4. Acknowledgment of FOIA Requirements

I acknowledge that the Town is subject to the Virginia Freedom of Information Act, which provides for public access to public records. I further acknowledge that while the town must respond to any FOIA request, that:

- Requests for public records must be handled in accordance with established Town procedures and applicable law.



- Certain records, including confidential taxpayer information, are exempt from disclosure under Virginia law and must be protected accordingly.

5. Coordination of Public Records Requests

I agree that any request for financial documents or information received by me in my capacity will be promptly referred to the Town Clerk/FOIA Officer (or, if the Clerk is unavailable, will be handled in consultation with the Town's legal counsel to ensure proper handling under FOIA).

6. Safeguarding Information

I will take reasonable precautions to safeguard confidential information, including secure handling of physical and electronic records and avoiding discussion of such matters in public or unsecured settings.

7. Acknowledgment of Responsibility

I understand that unauthorized disclosure of confidential taxpayer information may result in removal from the Committee or from the staff and may subject me to penalties under applicable laws.

8. Oath

I solemnly affirm that I will faithfully discharge my duties, uphold the confidentiality of protected information, and comply with all applicable laws of the Commonwealth of Virginia.

Signature: _____

Printed Name: _____

Date: _____