

## Appendix H – Confidentiality Policy



### Confidentiality Policy

#### Confidentiality Policy for Board Members, College Members, Volunteers, Contractors and Employees

Respecting the privacy of our clients, donors, members, staff, volunteers and of the I.S.Q.C.C.B.E. itself is a basic value of I.S.Q.C.C.B.E. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the President of the Board. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared. Conversations held within meetings are considered confidential except as reflected in the minutes of the meeting.

Board members, college members, volunteers, contractors and employees of I.S.Q.C.C.B.E. may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of I.S.Q.C.C.B.E. that such information must be kept confidential both during and after employment or volunteer service. Employees and volunteers, including board members and college members, are expected to return materials containing privileged or confidential information at the time of separation from the organization or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

#### ***Rationale***

“Confidential” means that you are free to talk about I.S.Q.C.C.B.E. and about your program and your position, but you are not permitted to disclose names or talk about them in ways that will make their identity known. No information may be released without

appropriate authorization. This is a basic component of customer care and business ethics. The BOD, college members, volunteers and charities rely on conformity to this rule of confidentiality. I.S.Q.C.C.B.E. expects you to respect the privacy and to maintain personal and financial information as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Board members, college members and volunteers are responsible for maintaining the confidentiality of information relating to other members and volunteers, in addition to charities.

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the organization; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individuals and other organizations is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship

with the organization and make it difficult to help the person.

**Certification**

I have read the I.S.Q.C.C.B.E.'s policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform the Member-At- Large immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with the I.S.Q.C.C.B.E.

Signature (Legal Name)

Printed (Legal Name) \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_