

Confidentiality Policy and Procedures

Safeguarding Sensitive Information at American Legion Post 21

Policy Statement

American Legion Post 21 is committed to upholding the highest standards of confidentiality regarding sensitive information entrusted to our members, veterans, families, and community partners. This policy defines the procedures and expectations for the secure handling of personal, financial, and organizational information, reflecting our organization's dedication to integrity and trust.

Scope

This policy applies to all Post 21 members, officers, volunteers, and any third-party vendors or contractors who may access confidential information in connection with Post activities. It encompasses all forms of information, including written, electronic, and verbal communications.

Definitions

- **Confidential Information:** Any data or material not intended for public dissemination that could impact Post 21's reputation, operations, or the well-being of individuals if disclosed without proper authorization.
- **Authorized Personnel:** Individuals who have received formal permission from Post 21 leadership to access confidential materials.

Procedures

1. **Access Control:** Confidential information shall be accessed strictly by authorized personnel. Access privileges are regularly reviewed and updated as roles and assignments change.
2. **Information Handling:** Members must adhere to secure storage and communication protocols, such as locking physical documents and using encrypted email for electronic files.
3. **Disclosure Prevention:** Confidential information may only be shared with those who have a legitimate need to know. All external requests for information must be referred to the Post Commander or designated privacy officer.
4. **Physical Security:** All documents and devices containing confidential information must remain secured at all times. Physical files should be locked, and electronic devices password-protected.
5. **Training:** All members and volunteers will participate in regular confidentiality training covering best practices and legal obligations.