

Confidentiality Policy for Employees, Volunteers, and Board Members

Respecting the privacy of our clients, donors, staff, and volunteers is a basic value of Reclaim. Furthermore, protecting clients' personal information builds trust which is paramount to our success.

Any information that an employee, volunteer, or Board Member (collectively referred to as "Employees") learns about Reclaim, or its clients, volunteers, or donors, because of working for Reclaim that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Reclaim or to other persons employed by Reclaim who do not need to know such information to assist in rendering services, except with the expressed consent of a client who has signed a Release of Information (ROI) or for purposes of reporting data to the Homeless Management Information System (HMIS).

It is the policy of Reclaim that such information must be kept confidential both during and after employment or volunteer service. At the time of separation from employment or conclusion of volunteer service employees are expected to return materials containing privileged or confidential information.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) responsible for such disclosure to appropriate discipline, including removal/dismissal, even if he or she does not actually benefit from the disclosure of such information. Employees are cautioned 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.

I understand the above policy and pledge not to disclose confidential information.

Signature _____

Print Name _____

Date _____