**CONFIDENTIALITY POLICY**

**Date Created:** [XX.XX.XXXX]

**Purpose:**

Next Step Farms keeps certain types of information confidential regarding its clients, including contact information, medical information, and other sensitive information. Because it is important to maintain the confidentiality of this information, Next Step Farms has implemented this policy. All employees and volunteers are expected to abide by this policy.

**Policy:**

 Confidential information includes, but is not limited to, all information not generally known to the public regarding the identity, medical conditions, special needs, dietary preferences, and other sensitive information about Next Step Farms’ clients.

 Next Step Farms limits the disclosure of confidential information to: (a) employees or volunteers who need to know that information to perform their jobs; and (b) third-parties requiring the information for a legitimate business purpose.

 Employees and volunteers must treat all confidential information as strictly confidential during and after their employment or volunteer time. Employees and volunteers shall not access any confidential information to which Next Step Farms has not provided access or authorization. Employees and volunteers shall not directly or indirectly disclose, publish, communicate, or make available any confidential information to any entity or person except as allowed under this policy.

 Employees and volunteers shall not take or post any pictures of clients on any social media platform unless expressly authorized to do so by the Executive Director.

 In the event of an inadvertent disclosure, the employee or volunteer must notify the Executive Director as soon as possible.

# Procedure:

 The Executive Director is responsible for the administration of this policy and may require employees and volunteers to execute confidentiality agreements.

# Approved by:

Board President Date

# Person Responsible for Review:

[INSERT relevant Committee Chair] Date