

Title: Confidentiality Policy

Policy and Procedure Number: 009

Effective Date: March 12, 2013

Approval Authority: Board of Directors

Purpose:

To provide policy concerning the handling of sensitive and confidential information.

Basis of Understanding:

1. All *privileged information* concerning youth, volunteers, employees, Board members, and/or donors of Cornerstone Community Ministries, Inc. (CCM) is confidential.
2. *Privileged and/or Confidential Information* means only the parties involved may have access to the information or those to whom they have consented to provide the information to. No outsiders may legally have access to it.
3. *Proprietary Information* is information that is not public knowledge and that is viewed as the property of CCM.
4. *Personal Information* is information about an identifiable individual that may include any/all of the following:
 - a. Name, address, email address, phone number
 - b. Race, nationality, ethnicity, origin, color, religious or political beliefs or associations
 - c. Age, sex, marital status, family status
 - d. Identifying number, code, symbol
 - e. Finger prints, blood type, inherited characteristics
 - f. Health care history including information on physical/mental disability
 - g. Educational, financial, criminal, employment history
 - h. Others' opinion about the individual
5. *Financial Information* is data such as credit card numbers, credit rating, account balances, and other monetary facts about a person or organization that are used in billing, credit assessment, loan transactions, and other financial activities.
6. Respecting the privacy of CCM's youth, volunteers, employees, Board members, and/or donors, and of the organization itself, is a basic value.
7. Volunteers, employees, and/or Board members of CCM may be exposed to information which is confidential and/or privileged and proprietary in nature.

Policy:

1. Personal and/or financial information is *confidential* and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director and/or the Board of Directors.
2. Care shall also be taken to ensure *that privileged, confidential, and/or personal information* is not overheard or inadvertently shared.
3. Documents containing *confidential information* are not left in the open and/or inadvertently shared.

4. It is the policy of CCM that *privileged and personal information* must be kept *confidential* both during and after employment or volunteer service.
5. Volunteers, employees, and/or Board members are expected to return materials containing *privileged or confidential information* at the time of separation from employment or expiration of service.
6. Unauthorized disclosure of *privileged or confidential information* is a serious violation of this policy and CCM's *Code of Conduct Policy* and may subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.