



CONFIDENTIALITY POLICY

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The Confidentiality Policy for employees and volunteers, respecting the privacy of the families we serve, supporters, staff and volunteers of There With Care builds on our organization's basic values. Employees and volunteers of There With Care may be exposed to information which is confidential and/or privileged and proprietary in nature. For example, personal and financial information are private and confidential and should not be disclosed or discussed with anyone without permission or authorization from There With Care's Executive Director or Executive Team.

It is the policy of There With Care that employees and volunteers of There With Care will not disclose confidential information belonging to, or obtained through their affiliation with, There With Care to any person, including their relatives, friends, and business and professional associates, unless There With Care's Executive Director Executive Team have authorized disclosure.

This policy is not intended to prevent disclosure where disclosure is required by law. Employees and volunteers are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens left open or in plain view. Caution shall also be taken to ensure that private information is not inadvertently shared and unauthorized individuals do not overhear any discussion of confidential information.

Upon separation of employment and at the end of an employee or volunteer's term, he or she shall return all documents, papers, and other materials that may contain confidential information. It is the policy of There With Care that such information must be kept private and confidential both during and after employment or volunteer service. Staff and volunteers are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.