



We Care Arts' Confidentiality Policy for Employees, Volunteers and Board Members

A basic value of We Care Arts is respecting the privacy of the clients, donors, members, staff, and volunteers of We Care Arts, Inc. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the executive director. Care shall also be taken 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.

Employees, volunteers and board members of We Care Arts, Inc. may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of We Care Arts, Inc. that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

We Care Arts, Inc. expects you to respect the privacy of clients and to maintain their personal and financial information as confidential. All records dealing with specific clients must be treated as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to clients.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal /dismissal from position.

ACKNOWLEDGEMENT OF WE CARE ARTS' CONFIDENTIALITY POLICY

I agree to treat as confidential all information about clients or former clients and their families that I learn during the performance of my duties as _____(position title), and I understand that it would be a violation of policy to disclose such information to anyone without checking first with my supervisor.

Signature of Staff Member/Volunteer _____
Date _____ Name _____