

CaringMatters Confidentiality Policy

Caring Matters requires that Board members sign a confidentiality agreement and keep strictly confidential certain information related to persons served, donors and volunteers. Board members are prohibited from disclosing “confidential Information” as defined below, to any external parties without prior authorization from the Board chair and/or the Chief Executive Officer. Confidential information also may not be released to the other CaringMatters employees, independent contractors, or consultants that do not have a legitimate reason to know such information. External parties are any person or entity besides CaringMatters’ employees, volunteers, representatives or authorized agents.

Confidential Information includes information that relates to CaringMatters, its clients, operations, finance, technology, donors and volunteers.

Confidentiality is expected in all actions taken on behalf of CaringMatters, Inc. and those it serves. Any possible breach of confidentiality shall be reported to the Board Chair or the Chief Executive Officer of CaringMatters, Inc. and may result in disciplinary actions up to and including removal from the Board.

I have read and understand the policy stated above. I agree to and accept its provisions.

Please Print Name

Employee Signature

Date

Witness (Staff) Signature

Date