



# Council for Children's Rights

## **Confidentiality Obligation**

(For Board Members, Employees and Volunteers)

Any information that a Board member, an employee or volunteer learns about the Council for Children's Rights, Inc., its clients, staff or donors, as a result of his/her role as a Board Member, employee or volunteer for the Council constitutes confidential information, unless already publicly available. Directors, employees and volunteers may not disclose confidential information to anyone who does not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of Council for Children's Rights confidential information is prohibited. Any Director, employee or volunteer who discloses confidential Council information may be subject to disciplinary action, including dismissal from the Board or termination of employment, and may also be subject to civil and/or criminal liabilities, even if he/she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Names and other identifying information should not be used in discussions about clients/donors unless privacy can be assured. Conversations regarding confidential information generally should not be conducted in elevators, restrooms, restaurants or other places where conversations might be overheard.

## **Certification**

I have read this statement. I understand my obligation to maintain confidentiality, and by signing below, I agree to follow that obligation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Procedure**

- to be signed at hiring by an employee
- to be signed when a person becomes a director
- to be signed when a person becomes a volunteer