YOUNG & HEALTHY

Board POLICY

Title: Statement of Confidentiality

Date of Approval: 12-03-2014

STATEMENT OF CONFIDENTIALITY

Respecting the privacy of our clients, donors, staff, and volunteers is a basic value of Young & Healthy. Personal, medical, and financial information is confidential and should not be disclosed or discussed with anyone except as necessary and approved in the performance of your duties for Young & Healthy. Staff, board members, and volunteers should take care to protect the contents of documents containing confidential information, and should refrain from discussing such information where it can be overheard by unauthorized individuals. Unauthorized disclosure of confidential information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including dismissal from employment or further volunteer duties.

I have read this Statement of Confidentiality. I agree to abide by the requirements of this policy and to inform my supervisor immediately if I believe any violation of the policy has occurred, by me or someone else, whether or not intentional. I understand and acknowledge that the unauthorized release of confidential information could result in civil penalties, including fines, against me, Young & Healthy, and/or the Pasadena Unified School District, and could result in the termination of Young & Healthy programs by the Board of Education.

Date _____

Name _____

Signature _____

Approved 12-3-2014 at the Board of Directors Meeting