



**Oneida County Habitat for Humanity's Confidentiality Policy for Team Habitat Employees, Volunteers and Board Members:**

Respecting the privacy of our partner families, donors, members, staff, Team Habitat volunteers and of the Oneida County Habitat for Humanity itself is a basic value of our organization. Personal and financial information is confidential and should not be disclosed or discussed with anyone. This includes, but is not limited to information pertaining to financial status & operations such as budget information, donations of money or gifts in kind, salary information, information pertaining to partner families, donors, members, staff, & volunteers including addresses, telephone numbers, ect.

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 Oneida County Habitat for Humanity may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Oneida County Habitat for Humanity 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.

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.

I understand, & agree, that all such information is to be treated confidentially & discussed only within the boundaries of my position at Oneida County Habitat for Humanity.

I agree & acknowledge the above confidentiality agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_