

Viable Options

Confidentiality Policy Agreement

This confidentiality policy applies to all staff, board members, advisory board members, volunteers, agents, representatives, and contractors of Viable Options.

Respecting the privacy of Viable Options' staff, volunteers, board members, donors, clients, and representatives is paramount to the health and integrity of the Organization, as well as our service to the community. We care for and respect those we serve, those who financially support our mission, as well as each member of our staff, and we expect all those connected with Viable Options to operate with this same level of consideration.

Personal and financial information regarding the Organization or its clients, donors, staff, board members, and representatives is highly confidential and should never be disclosed or discussed without specific permission or authorization from the CEO. Care shall be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing such information are not left in the open or shared inadvertently. However, in the event that information of a confidential nature comes to your attention in such a manner, you are expected to exercise the same level of discretion and to adhere fully to the terms laid out in this policy.

You are free to talk about the work of Viable Options, as well as your individual role in it, but you are not permitted to disclose the names of clients or donors, or to talk about them in such a way as to make their identity known. No client or donor information may be released without specific authorization by the CEO. This is a basic component of client care and business ethics. Our donors and clients rely on paid and volunteer staff to conform to this rule of confidentiality; and failure to do so seriously erodes the trust placed in the Organization by its financial supporters and the local community.

No information regarding the financial status of the organization, nonpublic strategic goals, or inner workings should be disclosed under any circumstances not explicitly authorized by the CEO.

Employees, volunteers, and board members of Viable Options may be exposed from time to time to information which is confidential and/or privileged and proprietary in nature. It is the policy of Viable Options 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 volunteer service, and not to disclose any such information after their separation from the organization.

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, up to and including immediate dismissal and appropriate legal process.

Rationale

Confidentiality is the preservation of privileged information. Personal and private information is often disclosed in a professional working relationship by necessity, as part of what you learn is necessary to the provision of services to clients, donors, and/or the community; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained through an assignment is confidential in terms of the law, and disclosure could make you legally liable.

Before you begin your assignment as a staff member, board member, advisory board member, volunteer, agent, representative, or contractor with Viable Options, you should be aware of the laws and penalties for breaching confidentiality. Although the Organization is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the Viable Options' refusal to support you in the event of legal action. Violation of the state statutes regarding confidentiality of records is punishable upon conviction by fines and/or imprisonment.