



Statement of Confidentiality Relief Nursery, Inc. Board of Directors

Respecting the privacy of Relief Nursery, Inc. and clients, donors, board members, staff, volunteers is a duty of each Director.

During board work, board members sometimes have access to personal or sensitive information about Relief Nursery clients, donors, fellow board members, staff and volunteers. Sensitive information may include health, employment, finances or other personal information.

In keeping with fiduciary duties, Directors should not disclose, or use for their own purposes, information that they have received as part of their position on the board.

Personal, financial and proprietary information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Relief Nursery, Inc. board president or executive director.

Directors should not make statements to the media or to the public without prior board authorization.

Directors shall take care 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.

Directors will not copy confidential agency information onto personal computers or other unsecured devices.

Audio or video recording of board meetings by Directors is not allowed without permission from the board president.

Directors are expected to return materials containing privileged or confidential information at the time of separation or expiration of service.

Unauthorized disclosure of confidential or privileged will subject the Director who made the unauthorized disclosure to appropriate discipline.

Certification:

I have read Relief Nursery, Inc.'s Statement of Confidentiality presented above. I agree to abide by the requirements of the policy.

Signature _____ Name _____ Date _____