



## Board of directors' confidentiality policy

All information concerning clients, former clients, our staff, volunteers, and financial data, and business records of Hearty Helpings, Inc. is confidential. "Confidential" means that you are free to talk about Hearty Helpings, Inc. and about your involvement and your position, but you are not permitted to disclose clients' names, volunteers' names, financial data, staff information, business records or talk about these individuals or topics in ways that will make their identities or details known. No information may be released without appropriate authorization. The Board of Directors, staff and volunteers must conform to this rule of confidentiality.

### **Hearty Helpings, Inc. expects you to:**

- Respect the privacy of clients and to maintain their personal and financial information as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential.
- Maintain the confidentiality of information relating to staff members and volunteers.
- Maintain the confidentiality of business prospects, contracts, financial data and any topics discussed during board meetings, executive committee meetings or committee meetings.

Failure to maintain confidentiality may result in termination of your board service at the discretion of the board chair. This policy is intended to protect you as well as Hearty Helpings, Inc.

### **Certification**

I have read Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform the board chair and/or the Hearty Helpings, Inc. President and CEO immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with Hearty Helpings, Inc.