**Policy**

**Confidentiality Policy for Volunteers and Committee Members**

Respecting the privacy of our users, donors, members, and volunteers is a basic value of

**Bo’ness Networking Group [Bo’net].**

Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorisation from the Co-ordinator.

Care shall also be taken to ensure that unauthorised individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Volunteers and Committee members of **Bo’net** may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of **Bo’net** that such information must be kept confidential both during and after the volunteer service.

Volunteers, including Committee members, are expected to return materials containing privileged or confidential information at the time of separation from 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.

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the client; other information is shared within the development of a helping, trusting relationship.

Therefore, most information gained about individual clients through an assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship with the client and make it difficult to help the person

ACKNOWLEDGEMENT OF CONFIDENTIALITY OF CLIENT INFORMATION

I agree to treat as confidential all information about users or former users and their families that I learn during the performance of my duties as a volunteer, and I understand that it would be a violation of policy to disclose such information to anyone without checking first with my volunteer co-ordinator.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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