



Confidentiality Policy

It is the policy of Montcalm County Habitat for Humanity (MCHFH) that employees, volunteers, committee members and board members will not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with MCHFH to any organization or person, including relatives, friends, or business and professional associates. No information shall be shared other than to persons who have legitimate need for such information and to whom MCHFH has authorized disclosure. Employees, volunteers, committee members and board members shall use confidential information solely for the purpose of performing services as an employee, volunteer, committee or board member. This policy is not intended to prevent disclosure where disclosure is required by law.

Employees, volunteers, committee members and board members must exercise good judgment and care at all times to avoid unauthorized or improper disclosure of confidential information. Conversations in public places, such as restaurants, elevators and social or business clubs should be limited to matters that do not pertain to information of a sensitive or confidential nature. Also, employees, volunteers, committee members and board members should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view, and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a board member's term in office or upon the termination of an employee's employment or a volunteer's placement, he or she shall return, at the request of Habitat, all documents, papers, and other materials, regardless of the instruments which may contain or be derived from confidential information in his or her possession.

Signature

Date

Print Name

Date