



Confidentiality Policy for Employees, Volunteers and Board/Council Members

Regarding affiliation with Snoqualmie Valley Shelter Services (SVSS)

Respecting the privacy of our clients, donors, members, staff, volunteers and of SVSS itself is a basic value of SVSS. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director. Care shall be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing information are not left in the open or inadvertently shared.

Employees, volunteers and board/council members of SVSS may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of SVSS that such information must be kept confidential both during and after employment or volunteer service. At the time of separation from employment or expiration of service, staff and volunteers, including board/council members, are expected to return materials containing privileged or confidential information.

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.

Signature _____

Date _____

Printed Name _____