



Board of Director Policies Confidentiality Statement

CONFIDENTIALITY

Confidential information is not to be discussed with or released to anyone outside the organization and should be discussed within the organization only on a "need to know" basis. Confidential information includes client information, committee records and the financial and operational affairs of Catholic Charities Dallas.

Board members, volunteers and employees may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with Catholic Charities Dallas to any person, other than to persons who have a legitimate need for such information and to whom Catholic Charities of Dallas has authorized disclosure. Authorization must come from the President/Chief Executive Officer. Board members, volunteers and employees shall use confidential information solely for the purpose of performing services as a board member, volunteer or employee for Catholic Charities, including fundraising activities. Board members will not use the position to obtain or access confidential program participant information. This policy is not intended to prevent disclosure where disclosure is required by law.

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

Print Name

Signature

Date