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Confidentiality Policy for Volunteers, Staff & Board Members

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

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

Unauthorized disclosure of confidential or privileged information is a serious violation of the policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including dismissal from READ Ottawa.

I have read READ Ottawa’s policy on confidentiality presented above. I agree to abide by the requirements of the policy and inform READ Ottawa’s Board Members or their designees 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 READ Ottawa. Furthermore, I acknowledge I have a moral obligation to maintain this confidentiality policy even after my involvement with the READ Ottawa program has concluded.

Print Name

Signature

Date

READ Ottawa is an equal opportunity service and does not discriminate based on an individual’s status as a protected class member.