



## TFG Confidentiality Policy and Agreement

It is the policy of The Fostered Gift that all board members, directors, corporate staff, advisory council members, committee members, and volunteers will not disclose confidential information belonging to, or obtained through their affiliation with, The Fostered Gift to any person, including their relatives, friends, and business and professional associates, unless The Fostered Gift has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

The Fostered Gift has identified specific rules regarding the handling of corporation and activity information and service recipient information in Article VI, Section 7 of the organizational Bylaws which reads as follows:

Section 6.07 CONFIDENTIALITY. Board members shall not discuss or disclose information about the corporation or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the corporation's purposes or can reasonably be expected to benefit the corporation. Disclosure of personal information about a service recipient outside of the members of the board without a legal guardian's written release or consent may be grounds for immediate removal, unless required by mandated reporter laws. Board members shall use discretion and good business judgment in discussing the affairs of the corporation with third parties. Without limiting the foregoing, board members may freely discuss upcoming fundraisers and the purposes and functions of the corporation. This policy applies to all board members, directors, corporate staff, advisory council members, committee members, and volunteers.

Confidentiality is the preservation of privileged information. All board members, directors, corporate staff, advisory council members, committee members, and volunteers are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information related to The Fostered Gift to avoid unauthorized or improper disclosures of confidential information.

It is expected that all board members, directors, corporate staff, advisory council members, committee members, and volunteers will not use proprietary knowledge, client lists, or other confidential information acquired by virtue of being engaged with this organization to advance any personal interest, even after they complete their service with The Fostered Gift.

No matter which role or title was held for the organization, at the end of each person's term or upon his/her retirement, resignation or removal from the organization, he/she shall return all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his/her possession.



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Certification Signature for TFG Confidentiality Policy Agreement

I have read The Fostered Gift's Confidentiality Policy as presented. I agree to abide by the requirements of the policy and to inform an officer of the Executive Committee immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that any violation of this policy or nondisclosure of an event that may have violated this policy may result in immediate dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name