



## **CONFIDENTIALITY POLICY**

This confidentiality policy applies to all individuals associated with Canine Miracles for Heroes. Including, but not limited to, Board Members, staff, volunteers, contractors, Veterans, and all emergence personnel in association with Canine Miracles for Heroes.

Respecting the privacy of our clients, donors, staff, volunteers, and board of directors is a basic value of Canine Miracles for Heroes. Personal, and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the CEO. Additionally, individuals associated with Canine Miracles for Heroes seeking a service dog or who has a service dog in training, is confidential and should not be disclosed or discussed with anyone, this includes the client's medical diagnosis, which would be a HIPPA violation. Care shall also 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 members of Canine Miracles for Heroes may be exposed to information which is confidential and /or privileged and proprietary in nature. It is the policy of Canine Miracles for Heroes 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. All data, materials, knowledge, and information generated through, originating from, or having to do with Canine Miracles for Heroes is to be considered privileged and confidential and is not to be disclosed to any third party. All pages, forms, information, designs, documents, printed matter, policies and procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, e-mail messages, client, staff, or public information is confidential. This also includes, but is not limited to, any information of, or relating to, our staff, clients, operation, and activities. This privilege extends to all forms and formats in which the information is maintained and stored, including but not limited to hardcopy, photocopy, microform, automated and / or electronic form.

Unauthorized disclosure, misuse, copying, or transmitting of confidential or privileged in information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to discipline action, including, but not limited to, removal or dismissal of duties.

My signature signifies I agree to these terms and will abide by, adhere to and honor all of the above.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Board Member

Staff

Volunteer

Contractor

Veteran

Emergency Personnel