



Confidentiality Agreement for Board Members and Volunteers

All organizational information and information on those served is protected by law, regulation, and Community Services for Every1 policies and procedures. The intent of these laws, regulations, and policies is to assure that confidentiality of information is maintained and used for business purposes only.

In my role, I may see or hear confidential information in any form (oral, written, electronic) regarding individuals receiving services, agency representatives (employees, volunteers, consultants, contractors), and agency practices (i.e. policies, procedures, plans, memos, financial records. All agency information, whether in electronic or written format, is confidential and may not be released or shared with others outside the agency; accept as required by law or regulation. Only authorized agency representatives, as identified in Agency policies, may approve the release of information to a third party.

I agree to and acknowledge the following:

- I will protect the privacy of all information relating to individuals receiving services, employees, and other Agency representatives.
- I know that confidential information I learn in my role does not belong to me and I have no right or ownership to it. Community Services for Every1 may take away my access to confidential information at any time.
- I will not misuse confidential information and will only access information necessary in my role. I will not disclose any confidential information unless required to do so in the official capacity of my relationship with Community Services for Every1.
- I will not inappropriately and improperly share, change or destroy any confidential information unless it is in my role to do so. When doing so it will be in accordance with the Code of Business Conduct and Ethics.
- I will only print information from a Community Services for Every1 system when necessary for Board of Director related purposes. I am accountable for this information until it is properly filed or disposed of.
- If I have access to electronic equipment and/or records, I will not share it with any unauthorized individual. I am responsible to protect computer passwords or other access to confidential information. I understand that my use of an electronic system may be monitored and audited to ensure compliance with this agreement.
- I will not store information considered protected health information on my personal electronic systems, including mobile devices, unless authorized to do so and only when issued an encrypted flash drive.
- I understand that I have an obligation to report to the Board Chair and to the Corporate Compliance Officer if I think or it has been reported to me that someone is misusing confidential information. I further understand that Community Services for Every1 will not tolerate any retaliation against me for doing so.
- I understand that upon separation of my relationship with the Agency, I will return to Community Services for Every1 all confidential information or data in my possession or control.
- I understand that once I have separated from my relationship with the agency, I have no right to access or use agency information (i.e. policies, procedures, strategic or business plans,



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administrative memos, financial documents, etc.). This includes, but is not limited to the distribution or duplication of information that was originally created by others or me for the benefit and operations of the Agency.

As a board member or a board volunteer serving on a committee, I understand that failure to comply with this agreement may result in corrective action including separation of my relationship with Community Services for Every1. I understand that I may also be subject to other remedies allowed by law and regulation. I understand that I must also comply with any laws, regulations, and Community Services for Every1 policies, including but not limited to the Agency Code of Business Conduct & Ethics.