



STAFF CONFIDENTIALITY AGREEMENT

Respecting the privacy of our clients, former clients, donors, members, staff, volunteers, in addition to financial data and business records of the National Council of the United States, Society of St. Vincent de Paul (SVdP) itself is a basic value of SVdP. Personal and financial information is confidential and should not be disclosed or discussed with anyone without the permission or authorization from the Chief Executive Officer (CEO). Care shall also be taken to ensure that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers, and board members of SVdP may be exposed to information, which is confidential and/or privileged and proprietary in nature. It is the policy of SVdP 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 this policy and will subject the person(s) who made unauthorized disclosure to appropriate discipline, including removal/dismissal.

Certification

I have read SVdP's policy on confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my employment/service with SVdP.

Name (Print)

Signature

Title

Date