

	<h1>CONFIDENTIALITY</h1>	Policy # A&O (7d)
Policy Name:	Confidentiality	
Division:	Volunteers	
Subheading:		
Approval Date:	June 12, 2024	

CONFIDENTIALITY

INTENT

To ensure the confidentiality of personal information of individuals who engage with HabitatWR.

POLICY

HabitatWR collects personal information from volunteers, staff, clients, vendors, and community members for a variety of purposes and will only collect it for each stated purpose. Volunteers may interact with and become aware of others' personal information in relation to their work with HabitatWR. This information is to remain confidential and must not be divulged externally unless it is deemed necessary for the volunteer's position. When appropriate, certain information may need to be shared with staff and included in the role description.

DEFINITIONS

“Confidential” means intended to be kept secret or kept in confidence to a specific individual.

“Personal Information” means any information relating to someone's person including, but not limited to: name, legal name, birthdate, home address, office address, phone number, e-mail address, emergency contact name & contact, medical records, health conditions, education and work experience.

RESPONSIBILITY

Volunteer Responsibilities

It is the responsibility of volunteers to maintain the confidentiality of information seen, observed, or worked with, especially that of HabitatWR volunteers, donors, and partners. Volunteers must be aware of accidental ways in which confidentiality can be breached, such as talking about volunteer work outside of their role.

Staff Responsibilities

It is the responsibility of all volunteer supervisors to ensure that volunteers who have access to confidential information sign the Oath of Confidentiality. These signed documents are kept on file for seven (7) years from the start of volunteer engagement. Supervisors will include which information volunteers are allowed to share with them in the position description for that role.

REFERENCES

HabitatWR Oath of Confidentiality Policy A&O (8d)

HabitatWR Policy UP (3a) Privacy & Confidentiality

A&O Procedure 7.2 Confidentiality

Freedom of Information and the Protection of Privacy Act

Personal Information Protection and Electronic Documents Act