Madison House Autism Foundation

Confidentiality Policy for Employees, Volunteers and Board Members

Respecting the privacy of our clients, donors, members, staff, volunteers and of Madison House Autism Foundation itself is a basic value of Madison House Autism Foundation. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Senior Director and/or President. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers and board members of Madison House Autism Foundation may be exposed to information that is confidential and/or privileged and proprietary in nature. It is the policy of Madison House Autism Foundation 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 the unauthorized disclosure to appropriate discipline, including removal/dismissal.

ACKNOWLEDGEMENT OF CONFIDENTIALITY OF CLIENT INFORMATION

I agree to treat as confidential all information about clients or former clients and their families that I learn during the performance of my duties as Outreach Coordinator (position title), and I understand that it would be a violation of policy to disclose such information to anyone without checking first with my supervisor.

Signature of Staff Member/Volunteer Mary Eagle Date 11/29/23

Printed Name Mary Rose Eargle