



## Cain Center for the Arts Confidentiality Policy

Respecting the privacy of our clients, donors, members, staff, volunteers and of the Cain Center for the Arts itself is a basic value of Cain Center for the Arts. It is the policy of Cain Center for the Arts that board members, employees, and volunteers of Cain Center for the Arts will not disclose confidential information belonging to, or obtained through their affiliation with Cain Center for the Arts to any person, including their relatives, friends, and business and professional associates, unless Cain Center for the Arts has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Board Members, volunteers, and employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information.

Upon separation of employment and at the end of a board member's term, he or she shall return, all documents, papers, and other materials, that may contain confidential information.

Failure to adhere to this policy will result in discipline, up to and including separation of employment or service with Cain Center for the Arts.

I agree to treat as confidential all information about donors, clients, board members, staff, and their families that I learn during the performance of my duties with Cain Center for the Arts, and I understand that it would be a violation of policy to disclose such information to anyone without checking first with the Executive Director or Board President.

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_