

## Confidentiality Policy

---

All records and information relating to WRHS ("WRHS Information") and its business and all documents designated "Confidential" are considered confidential. Confidential WRHS matters that come to the attention of a WRHS volunteer must be carefully respected. No WRHS Information, including without limitation, documents, notes, files, records, oral information, computer files, concepts, designs, etc. may be removed from WRHS premises, except in the scope of volunteering while performing duties on behalf of WRHS, or disclosed to anyone without permission from WRHS. Unauthorized disclosure of such information is a serious matter, and may result in termination of volunteer duties.

Confidentiality in regard to release dates on news releases, appointments or other announcements must be strictly maintained. Volunteers contacted by the media (reporters for newspapers, magazines, television, radio, etc.) with questions concerning the WRHS or any other matter, should not engage in conversation with or release any information to the media about the WRHS. Requests of this nature from the media should be referred to the Vice President of Communications & Marketing, or to the President/CEO.

No volunteer is to disclose, directly or indirectly, to any person, association, firm or corporation any trade secrets or confidential information, knowledge or data. No volunteer is to use or permit any person, association, firm or corporation to use, directly or indirectly, any such trade secrets or confidential information, knowledge or data, except in the scope of their employment with WRHS and for the benefit of WRHS.

Personal or identifying information about employees (such as names, addresses, telephone numbers, or salaries) may not be released to anyone within the WRHS, unless he/she is authorized by the nature of duties to receive such information. Nor should personal or identifying information about employees be released to anyone outside the WRHS by anyone other than the Human Resources Officer and only with the written permission of the employee, unless required by law.

Personal or identifying information about members and/or donors (such as names, addresses, telephone numbers, or contributions) may not be released to anyone within the WRHS, unless he/she is authorized by the nature of duties to receive such information. Nor should personal or identifying information about members and/or donors be released to anyone outside the WRHS by anyone other than a Development Office Representative and only with the written permission of the member and/or donor, unless required by law.

In addition, subpoenas and other legal servings should be handled and signed for only by the President/CEO, Senior Vice President of Finance & Administration, Vice President of Buildings & Grounds, or the Human Resources Officer. No other personnel are permitted to sign for such documents.

I acknowledge and agree to abide by the WRHS confidentiality policy. I understand that violation of the confidentiality policy may result in removal of volunteer duties.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date