**CARDV**

Adopted:7/28/20

Revised:\_\_\_\_\_\_\_\_\_\_

Revised:\_\_\_\_\_\_\_\_\_\_

 ***Board Confidentiality Policy***

It is the policy of CARDV that board members of CARDV may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with CARDV to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom CARDV has authorized disclosure. Board members shall use confidential information solely for the purpose of performing services as a board member for CARDV. This policy is not intended to prevent disclosure where disclosure is required by law.

The locations of CARDV’s confidential shelters are confidential and Board members are not told the locations unless they have a specific, compelling need to know this information.

The details of individual client cases are confidential and Board members are not told the names of clients or the details of their cases unless there is a specific, compelling need for them to have this information.

Board members will secure all of the information that they have about CARDV, whether that is in paper or electronic format. No sensitive data will be left unattended in a vehicle or in any location where it is vulnerable to disclosure. Board members will be particularly careful with any confidential or identifying personal information that they have about CARDV clients, staff, or other Board members, and will communicate with other organizations as per Communication Policy.

Information concerning donors will also be maintained in complete confidence; place of business, telephone numbers, home addresses, gift history, and any other private financial and/or banking information may not be released and will be kept in a locked cabinet at CARDV ‘s administrative office under the care of the Executive Director.

At the end of a board member’s term in office, he or she shall return, at the request of CARDV, all documents, papers, and other materials, regardless of the medium, that may contain or be derived from confidential information in his or her possession.

Board Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*Examples:*

Confidential information includes, but is not limited to:

1. donors
2. supporters
3. employees
4. marketing processes
5. financial information
6. grants and grant applications
7. current and future business plans
8. computer and software systems and processes
9. personnel information, and associated documents
10. client information