



## Confidentiality Policy and Procedure

It is the policy of Free For All Foundation (FFAF<sup>®</sup>), to hold absolutely confidential all communication including Board matters (as defined below) made by and between The Board, Executive Director, Volunteers, partners and or staff and customers .

It is required that all Board members, Executive Director, employees, partners and volunteers adhere to a confidentiality agreement as contained herein. All of these persons are accountable for maintaining the confidentiality policy. Information will be disclosed only with the permission of the individual involved (with the exceptions of person who may have carry out an investigation. (example the police).

### **I. Definition of Confidential Communications**

Confidential Communication is any information that is either written or spoken, and shared between two party in the course of service delivery and/or in the relationship. The information that is exchanged is considered confidential and is to be kept as such by all acting on behalf of the foundation, and disclosed only to those people who are:

A. Present at the time the information is shared and working to further the interests of the Organization;

B. Working for FFAF and maintaining records of customers/client for informational purposes only (*i.e.*, to aid in aspects of program and facilitating communications between the Board, partners and volunteers and or employees.

C. No information should be release to any person unless authorize by the Chair of the Board or Executive. In cases where information is disclosed by FFAF a signed release of information must be obtained from the affected person.

Directors, employee and volunteers will hold all confidential information in trust and confidence, and will not use, disclose, communicate or convey, or allow to be used, disclosed, communicated or conveyed, directly or indirectly, any such information, except as may be necessary in the performance of their duties.

Unauthorized disclosure could be highly damaging to the FFAF net and/or individuals associated with the FFAF net organization. If there is any question as to whether information is considered confidential, Board must consult with the Chair: Panther, Employee consult the Executive Director before any use or disclosure of same.

D. Any person who do not comply with the Confidentiality Agreement policy may run the risk of termination of their position and relationship with FFAF and on it Board.

Anyone having question or concerns of this policy is to contact the Executive Director.

Approved Date: August 16, 2011