

Cortland County Community Action Program, Inc. (CAPCO)

**Board of Directors
Confidentiality Policy**

The Board of Directors shall receive orientation and training concerning confidentiality.

Philosophy:

All information CAPCO Board members learn about program participants, families and staff is confidential. It shall **NOT** be shared outside of Board meetings and functions with personal family members, members of the community or CAPCO staff. When approaching issues of confidentiality, it is important to proceed with respect for the families and staff involved. It is our commitment to treat individuals with the highest standard of respect. Information gathered and discussed should be for the purpose of strengthening the Agency and the community. In sharing this information, determining who needs to know is important. This policy is intended to direct that process. The simple rule of thumb is to ask "Who needs to know this information?"

What Information is Private?

All information held by the Agency, whether gathered informally or formally, is protected. This includes but is not limited to all family status, staff/personnel information and data and program information. When discussing information outside of a Board or committee meeting, care must be taken to protect the identity of individuals involved.

CAPCO respects the confidentiality of all families and staff within the Agency and its programs. This policy includes:

All staff/personnel information is handled as a private matter during Executive Session.

Any personnel information discussed during Board Committee or regular Board meetings is confidential and should be discussed with the Executive Director if and only if further action is necessary.

Conversations will be conducted only when necessary and in a professional manner in a secure, private area. Agency business is also to be treated in a confidential manner. Staff, Board members, interns, consultants, committee or advisory body members, and volunteers, will refrain from discussing any client and/or staff information including with spouses, friends or relatives. It is important not to reveal names, events or any other identifying information.

If a Board member shares confidential information outside of the meeting, the Board member may be asked to resign for the well-being of the Agency and all individuals involved.

Board Member Signature

Date